

How Public Records Can Be Requested and Obtained:

Copies of public records can be obtained by making a request to the Human Resource Department.

Requests for records may be made in writing (electronic mail, US mail, Fax or in person). All requests will be processed by the appropriate staff members at a time which does not interfere with their normal work duty and will be completed during normal business hours (Monday-Friday 7:30am-4pm). All requests will be completed in a reasonable time fashion.

Public Records Fees and Charges:

The Public Records Act allows the Santa Rosa County School District to collect the actual cost of duplication for materials and supplies used to duplicate records. Additionally, the district may collect a service charge for any request that requires more than 15 minutes of use of district resources to produce. The cost of the appropriate staff member's time will be computed to the nearest $\frac{1}{4}$ of an hour and the charge will be based upon the current hourly rate of pay plus benefits.

Actual Cost Fees:

- Paper copies - \$.15 per page
- CD/DVD -\$1.00 *Santa Rosa County School District will not accept any external compact disk or DVD*
- Shipping – US postage rate or any other necessary shipping costs required to deliver records

Payment Processing:

All payments or deposits must be collected prior to the release of records. Payments should be delivered to the Human Resources Department and will be accepted by check, money order (made payable to Santa Rosa County School Board) or cash (exact amount).

If actual duplication costs and any additional service charges exceed \$100, the requestor will be provided with an estimate and will be required to remit a minimum of 50% of the total invoice prior to any record inspection or production.

Santa Rosa County School District may withhold releasing any public records produced until the total invoice is paid in full.

Public Records Exemptions:

Santa Rosa County School District is responsible for protecting any confidential information or as otherwise exempt according to Florida Statutes, Section 119.07. All confidential information will be redacted (concealed or removed) from records prior to inspection or distribution of copies of the nonexempt portions.