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PUBLIC RECORDS POLICY

Access to public records is guaranteed under Sections 119.07(1) and 286.011, Florida Statutes, and Article I, Section 24 of the Florida Constitution. It is the policy of the Office of the State Attorney to comply with the dictates thereof in maintaining and responding to any request made for access to or copies of records in the possession of this office.

A public record is defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

The law provides that persons requesting public records may be required to pay for the services necessary in compiling and responding to requests. The Office of the State Attorney strives to ensure that the costs associated with compliance are recovered in a consistently fair manner, so that the person or entity making the request can reasonably anticipate and understand the costs associated with a public records request. Generally, any request for documents consisting of less than 15 pages will be done free of charge.