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CITRUS, HERNANDO, LAKE, MARION, AND SUMTER COUNTIES

Reply to:

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### **Public Records Request Information Sheet**

The Office of the State Attorney for the Fifth Judicial Circuit is committed to Florida's principals of open government. The purpose of this document is to provide information to you regarding your request for public records. The request form is optional and provided for your convenience and our record keeping. You are not required to complete the request form to obtain public records from our office. You are not required to tell us your name. We do not inquire as to the purpose of your request.

We do ask that you be aware of the following:

- Public Records are not free. The fees that we charge you are based upon Florida Statute 119.07. Florida Statute 119.07(4)(d) provides for a special service charge when a public records request requires the extensive use of staff time or technology. You may request an estimate of cost of the records you are seeking.
- When a public records request is expected to exceed 15 pages, this office will provide the requestor with an estimate of the cost. The requestor must pay a 50% deposit of the total cost of the work to be done, prior to this office commencing the work to fulfill the request.
- How much we charge you will be determined by how long it will take us to fulfill your request. How long it will take to fulfill your request depends greatly on several factors, such as:
  - How broad is the scope of your request? If you ask for "any and all" of a type of document or case, this will greatly increase the cost of your request.
  - How many files are you requesting?
  - How are you requesting that we provide the response?
- All records held by this office must be reviewed and redacted prior to being released or reviewed. We generally undertake review and redaction on a "first come, first served" basis. Public records laws do not authorize the person making the request to set time frames for the agency's response. We are required to, and do, respond in a reasonable period of time.
- Our staff is trained to assist you in making your request. In some cases, our staff will provide you a list of the type of documents that exist in a particular case to assist you in making your request. Our staff can also work with you to limit the scope of your request to reduce the cost to you if you desire.

Pursuant to Florida Statute 817.569, it is a crime to use information obtained through a public records request to facilitate the commission of a crime.