

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 01 Administration SECTION: 03 City Records SUBJECT: 02 Copy and Certification Charges	POLICY #: 01.03.02
	OFFICE/DEPARTMENT: City Clerk
	EFFECTIVE DATE: 09/01/08
	CITY MANAGER: Michael S. Levinson
	PAGE: 1 of 2

PURPOSE

To establish a uniform schedule of fees for copying the public record as well as procedures for extensive requests, preserving the integrity of public records during inspection of such public records, providing copies certified as true and correct copies of original City records and notary service.

SCOPE

Establish the necessary fee schedule for copy and certification requests.

POLICY

<u>PAPER COPIES:</u>	<u>CHARGE:</u>
PHOTOCOPIES (INCLUSIVE OF COMPUTER PAPER): 1 – 5 Pages 5 or More Copies (start counting from page 1) Two Sided (second sheet) 1 Inch = 295 Pages	No Charge \$.15 Per Page \$.05 Per Page \$44.25 Total
BLUEPRINT (24" x 36") Plats/Zoning Section Map Per Page Thereafter	\$2.00 – 1 st Page \$.20
BLUEPRINT (30" x 36") Citywide Zoning Map/ Subdivision Map (1:1000) Future Land Use Plan Map (Color) Large Subdivision Wall Map (Blueprint)	\$3.00 \$4.00 \$7.50
MICROFILM COPIES: 35 Millimeter 16 Millimeter Tape Recordings (90 Minute Cassette)	\$.45 Per Page \$.16 Per Page \$3.50 Per Cassette (or CD)
NOTARY SERVICE: Resident Non-Resident	\$ 5.00 Per Signature Block \$ 6.00 Per Signature Block
** The charge for certifying records as true and correct copies of City records shall be \$1.00 per certification, and may be obtained from the City Clerk.	

Requests for any type of copying in excess of the above amounts shall be deemed extensive. The individual making such a request shall be charged the per page rate shown above for each page and a charge for employee assistance for the time actually spent making the number of copies in excess of the above stated minimum numbers, as well as for required supervision during inspection of public records.

A request for copying an item of the public record which required more than fifteen (15) minutes of research shall be charged the per page rate, listed above, for each page plus a charge for employee assistance for all time spent in research in excess of fifteen (15) minutes.

Employee's Rate: The amount for extensive assistance or required supervision shall be calculated by multiplying the portion of hours spent by the specific staff member's actual hourly rate. Example: For thirty (30) minutes of research time, the first fifteen (15) minutes would be free and the charge for the next fifteen (15) minutes would be: $.25 \times$ the actual hourly rate of the person = \$ _____.

Persons requesting extensive public records shall be required to particularize their request, in writing, to the City Clerk, or such other person who may be the custodian of specific records and to pay in advance such estimated sums for extensive copies and time in accordance with this policy. Non-payment for any previous records requests shall be a basis for refusal to any subsequent requests until payment is made in full. Staff members expending time described in this paragraph shall maintain time records for each extensive request for public records.

This Administrative Policy recognizes the need and requirements to preserve and protect public records and to maintain the integrity and maintenance of such records pursuant to Chapter 119, Florida Statutes (commonly known as the "Public Records Law"), the Charter, and Code of Ordinances of the City of Coral Springs.

The Director of Financial Management will institute any necessary practices in order to implement this policy.

RESPONSIBILITIES

External Organizations – Abide by the fees and charges contained within this policy and make timely payment for services rendered.

Residents and Non-Residents – Provide proof of residency and abide by the fees and charges contained within this policy and make timely payment for services rendered.

HISTORICAL INFORMATION: This Administrative Policy supersedes Administrative Policy No. 1.03.02 subject "Photocopy Charges", issued on August 14, 1985. Effective May 28, 1986, rate of pay for "Administrative Specialists" has been updated according to adjustments made to the Pay Plan. Other types of copies have been added in response to public demand. Effective May, 1991 increased per page rates. Effective October 1, 1993, a calculation for actual time spent by employee including fringe benefits and additional provisions for extensive public records requests added. Provision added for charging for supervision when individual is inspecting records. Florida Statute 119.07 number of pages where there will be no charge was reduced. Effective April 1, 1997, provision for fee for Notary service was added. Effective September 1, 2008, Blueprint Fees and Notary Fees were modified and the fringe benefits rate percentage (%) was removed from the Employee's rate calculation.

APPROVAL

City Manager Michael S. Levinson

Human Resources Susan L. Grant