

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 01 Administration	POLICY #: 01.03.02
	OFFICE/DEPARTMENT: City Clerk
SECTION: 03 City Records	EFFECTIVE DATE: 2/20/2014
	CITY MANAGER: Erdal Donmez
SUBJECT: 02 Copy and Certification Charges	PAGE: 1 of 3

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.

SCOPE

Establish the necessary fee schedule for copy and certification requests of City records.

POLICY

PAPER COPIES:	CHARGE:
<p>PHOTOCOPIES (8 1/2" x14" or less):</p> <p>Single Sided Copies (start counting from page 1) Double Sided Copies (start counting from page 1)</p> <p>Photocopy total cost under \$2.00</p>	<p>\$.15 Per Page \$.20 Per Page</p> <p>No Charge</p>
<p>BLUEPRINTS, CITYWIDE ZONING MAP/SUBDIVISION MAP (1:1000), PLATS/ZONING SECTION MAP</p> <p>24"x36" Black & White 36"x36" Black & White</p> <p>24"x36" Color 36"x36" Color 42"x42" Color</p> <p>Future Land Use Plan Map</p>	<p>\$.30 Per Page \$.41 Per Page</p> <p>\$ 4.31 Per Page \$ 6.46 Per Page \$ 8.60 Per Page</p> <p>\$ 2.87 Per Page</p>

OTHER MEDIA: CD DVD Other Forms of Media	\$.85 Per CD \$.94 Per DVD Will be charged at cost.
** 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 \$2.00 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 fifteen (15) minutes, as well as any time spent 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 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.

Office of the City Clerk – Responsible for revising policy.

All other departments – Responsible for adhering to the fees listed on the policy.

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. Effective February 20, 2014, Blueprints fees and map fees and photocopy fees were modified, “Other Media” added, department responsibilities added, “Notary Services” and “Microfilm Copies” were removed, proof of residency requirements were removed, the requirements for public records requests to be in writing were removed, and revised when the rates start to apply.

APPROVAL

City Manager

Erdal Donmez