



## LAKE COUNTY SUPERVISOR OF ELECTIONS COPYING AND SERVICE CHARGE SCHEDULE

Upon request, a copy or certified copy of public records will be provided based on the following fee schedule as prescribed by law in Section 119.07, Florida Statutes:

- Single-sided copies, up to 8 ½" x 14" - 15¢ each
- Double-sided copies, up to 8 ½" x 14" - 30¢ each
- Larger size copies - Based on actual cost of duplication
- Certified copy of a public record - \$1.00 per page
- Reprints of color map - Contact Lake County GIS
- Thumb Drive - \$20.00 each (required for large files)
- Email - \$10.00 per file request
- Notary Public Fee - \$2.00 per page
- Candidate voter files - \$40.00 per election
- Duplicate audio tape:
  - If the SOE provides the audio tape(s) - Actual cost of the audio tape
  - If the citizen provides the audio tape(s) - No cost (*must be new and unopened*)
- Service Charge - \$3.50 per quarter hour (1/4) minimum up to actual employee hourly rate

Depending on the total cost of duplication and/or service charge, an advance deposit may be required which will be determined by the custodian of records. Also, additional charges will be added to cover the cost of postage and packaging, as necessary.

Cash, personal check on a local bank, money order, or certified check shall be paid prior to the delivery of the materials. Checks, money orders, or certified checks shall be made payable to "Lake County Supervisor of Elections". Mailing address is P.O. Box 457, Tavares, FL 32778.

Pursuant to Florida Statutes, 119.07(4)(d): "If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both." The Supervisor of Elections adopts the policy that the hourly labor cost charged will be equivalent to that of the lowest paid SOE employee hourly rate. An approximate amount of the additional charges, including the cost of duplication, will be given prior to being inspected or copied. Depending on the total cost, a deposit may be required which will be determined by the custodian of records.

For additional information, refer to Chapter 119, Florida Statutes.

### Requestor Information

Name: \_\_\_\_\_

Item(s) Requested: \_\_\_\_\_

Phone: \_\_\_\_\_

Time Frame / Parameters: \_\_\_\_\_

Email: \_\_\_\_\_

Media Format: \_\_\_\_\_