

# MANUAL OF PROCEDURE

---


**PROCEDURE NUMBER:** 2107 **PAGE 1 of 2**  
**PROCEDURE TITLE:** Fee(s) for Photocopying or Duplicating Public Records  
**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64, 119.07 AND 257.36  
**BASED ON POLICY:** I-25 Retention and Destruction of Records  
**EFFECTIVE DATE:** January 24, 1975  
**LAST REVISION DATE:** January 18, 2005; August 14, 2024  
**LAST REVIEW DATE:** January 18, 2005; August 14, 2024

## I. PURPOSE

To advise custodians of public records to collect fee(s) for photocopying or duplicating public records requested by the general public or private agencies.

## II. PROCEDURE

- A. "Public Records" is interpreted to include 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.
- B. The custodian of public records shall permit any person to inspect, examine or take extracts or make copies, at any reasonable time, under custodian's supervision. The custodian shall furnish copies on payment of fees as prescribed below.
1. This charge must be agreed upon in advance by the person desiring the copies.  
  
Photocopying/duplicating shall be done in a location designated by the custodian.
  2. A reasonable fee for the duplication of other material such as manuals, tapes, or films shall be assessed by the custodian and agreed upon by the person desiring the copies.
  3. Fees collected as described above must be submitted to the Bursar's Office on a "Cash/Deposit Remittance Report" by the next business day.
  4. The Record's custodian is authorized to waive the reproduction fee when it is considered to be in the best interest of the institution.

	08/14/2024
<b>PRESIDENT</b>	<b>DATE</b>