

# 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

**LAST REVIEW DATE:** January 18, 2005

## **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, manuals, tapes, photographs or other material regardless of physical form original by or received in connection with official business of this institution.

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 Remittance Report".
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.

	
	1/18/05
<b>PRESIDENT</b>	<b>DATE</b>