

PUBLIC RECORDS REQUEST

It is the procedure of the Town of Howey-in-the-Hills that all municipal records, with the exception of exempted records identified by **Florida Statutes, 119.07** or other applicable section of Florida Statutes, shall be open for personal inspection by any person.

Public Records are open to the general public to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision of the custodian of the records or his or her designee. The Department shall furnish photocopies of public records upon payment of charges within a reasonable time on a first-come-first-serve basis.

"Extensive" shall mean use of information technology resources in excess of 15 minutes, or clerical or supervisory assistance in excess of 20 minutes. Full payment must be made prior to copy of the document (s) to the requestor.

The charges established herein do not apply to preprinted or prepriced documents, including, but not limited to the Town Code of Ordinances, Land Development Regulations, maps, and aerial photographs.

Upon request, the Town will furnish copies of public records based on the following fee schedule:

Single-sided copies, up to 8 " x 14" - .15 each
Double-sided copies, up to 8 " x 14" - .20 each
Larger size copies, based on actual cost of duplication
Certified copy of a public record - \$1.00 in addition to actual copy cost
Duplicate of CD - \$5.00

Note: Additional charges will be added to cover the cost of postage and a \$2.50 handling fee, as necessary.

Payments to the Town of Howey-in-the-Hills must be made by cash, check, or money order, as credit cards are not accepted as payment.