



## CITY OF CORAL GABLES

405 Biltmore Way  
Coral Gables, Florida 33134

### OPTIONAL PUBLIC RECORDS REQUEST FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

*The information requested herein is optional. Thus, completion of this form is not mandatory; however, providing the information requested herein will assist the City in fulfilling your request and communicating with you regarding the status of your request.*

Florida's Public Records Law, Chapter 119 of the Florida Statutes, establishes that records that are made or received in connection with the transaction of official business by any agency must be open for inspection and copying unless an exemption applies making the records or a portion thereof confidential. Moreover, in pertinent part, Florida Statutes Section 119.07(4) states:

The custodian of public records shall furnish a copy or a certified copy of the record upon payment of the fee prescribed by law. If a fee is not prescribed by law, the following fees are authorized: (a) 1. Up to 15 cents per one-sided copy for duplicated copies of not more than 14 inches by 8 ½ inches; 2. No more than an additional 5 cents for each two-sided copy; and 3. For all other copies, the actual cost of duplication of the public record . . . (c) An agency may charge up to \$1 per copy for a certified copy of a public record. (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.

Fla. Stat. § 119.07(4) (2013).

Additionally, pursuant to Section 2-389 of the City of Coral Gables Municipal Code, the City "is permitted and shall charge an *extensive research fee* whenever extraordinary time constraint is designated by the person requesting copies or research of public records." Coral Gables Municipal Code § 2-389 (2000) (emphasis added). The term "extraordinary expenditure of time" is defined as 20 minutes or more and "the extensive research fee shall be calculated using the hourly wage of the employee performing such services." *Id.*

**All payments must be made to the City's Finance Department, and such payments must be via certified check or money order.**

I wish to have copies/duplicates of the records indicated below (50% deposit required) *Board of County Com'rs of Highlands County v. Colby*, 976 So. 2d 31, 37 (Fla. 2d DCA 2008) (“And third, the County may collect a deposit before beginning the research, as long as it is reasonable and based on the labor cost that is actually incurred by or attributable to the County. On this last point, the County's policy of requiring an advance deposit seems prudent given the legislature's determination that taxpayers should not shoulder the entire expense of responding to an extensive request for public records.”).

I wish to make an appointment to review the records before copies are made.

Please describe the records you are requesting and any additional information that will assist in locating the requested records. Failure to provide sufficient information may cause delay.

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Please select one of the following methods by which to receive the requested records:

- Mail
- Fax
- E-mail
- Pick up

Signature (*optional*): \_\_\_\_\_ Date: \_\_\_\_\_