



CITY OF DORAL

PUBLIC RECORDS REQUEST POLICY

OFFICE OF THE CITY CLERK

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I. SCOPE

The City of Doral Records Management Program applies to all records, regardless of physical form, characteristics, or means of transmission, created or received by the City in connection with the transaction of official business. The City is charged with ensuring compliance with all State Statutes and Administrative Codes regarding access, the systematic retention, storage and disposition of all City records.

II. PURPOSE

Section §257.36(5), Florida Statutes (F.S.) directs each public agency to establish an active and continuing records management program to include inventorying, scheduling and disposition of records. Public Records Law, Chapter 119, F.S., provides, in part, City obligations for the access, control, storage, preservation and disposition of all Public Records. Further, Section §119.07, F.S. directs each City to permit the Public Record to be inspected and copied absent an exemption to the contrary, and provides for charging fees. This Policy is calculated to assist Staff in the correct application of these requirements.



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III. REFERENCES

Florida Public Records Law, Chapter 119, F.S.
Records and Information Management, Section §257.36(5), F.S.
Florida Attorney General Opinion (AGO) 2005-28
City of Doral Records Management Plan

IV. DEFINITIONS

Section §119.011(1), F.S. defines **Public Records** as, “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.”

Florida Supreme Court of Florida in *Shevin v. Byron, Harless, Shaffer, Reid and Associates, Inc.*, stated that the above definition encompasses all materials made or received by an agency in connection with official business that are used to perpetuate, communicate, or formalize knowledge.

- **RMLO** is the City's Records Management Liaison Officer designated in writing to the Florida Department of State. The RMLO coordinates the City's Records Program. The City's RMLO is the City Clerk.
- **City Clerk** is the City Officer charged with the responsibility of maintaining the office having public records, or his or her Record Coordinator.
- **Actual cost of duplication** means the cost of the material and supplies used to duplicate the record, but do not include the cost of labor or overhead costs associated with such duplication
- **Record Coordinator** is the employee of the City of Doral designated as responsible for the coordination of Public Records activities for their respective Department.
- **Personal and Private** include records that are clearly not official business and are, consequently, not required to be recorded as a public record. Although received by a government system, common sense opposes a mere possession rule. Such transmissions are not made or received pursuant to law or ordinance or in connection with the transaction of official business and are not public records.



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- **Non Records**, in addition to the description of personal and private emails, this includes unsolicited promotional items, spam, jokes, chain letters, advertisements and generally material otherwise classified as “junk mail.”
- **Inquiries** are requests for information that do not require public records (i.e. documentation) as a response.
- **Extensive** shall mean fifteen (15) minutes or more.
- **Readily Available** documents that are easily retrievable, regularly disseminated to the public, and do not require additional review in order to determine whether they contain exempt information.

V. POLICY

It is the policy of the City of Doral that all municipal records, with the exception of exempt records identified by Florida Statutes, §119.07 or other applicable sections of Florida Statutes, shall be open for personal inspection by any person, at any reasonable time, under reasonable conditions, and under supervision by the City Clerk or record coordinator of the public records, absent an exemption to the contrary.

Any person includes City Employees and City Public Officials. The City Clerk or record coordinator shall provide safeguards to protect the contents of Public Records from alteration and to prevent disclosure or modification of those portions of Public Records which are exempt or confidential from Section 24, Article 1 of the State Constitution.

VI. OBJECTIVE

The purpose of this policy is to affirm the public's right to access the City of Doral's records, to set forth the procedures that will facilitate accessibility of information to members of the public, and to establish fees to be levied by the City of Doral to cover the cost of responding to public records requests.



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VII. PROCEDURE

A. Processing Public Records Requests

(1). Requests for Readily Available Documents

Any City of Doral employee who receives a request for a readily available record should comply as soon as practicable by either referring it to a supervisor or providing review and/or copy of the information requested, as appropriate. Since the documents are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requestor should be charged as indicated in Section IX below.

(2). Requests for Other Documents

- a. Although a written request cannot be required of the requestor, staff may record all requests in writing on a form provided by the City Clerk's Office. This will assist in clarifying the exact scope of the request. The form should specify whether the requestor wishes to simply inspect the records or obtain copies.
- b. Staff should forward the request to the City Clerk's Office via e-mail by forwarding e-mailed requests, scanning and emailing written requests, or summarizing verbal requests.
- c. As soon as reasonably possible after the receipt of a Public Records Request, the City Clerk's Office will log the request and assign it a PRR #, acknowledge the request, and forward it to the respective Department(s), which may have responsive records to the request.
- d. The Department(s) will respond as soon as possible as to whether they have any responsive documents and the estimated amount of retrieval time.
- e. When the nature or volume of the public records requested to be inspected, examined, or copied is such as to require extensive use of resources or extensive clerical or supervisory assistance by personnel of the City involved, or both, the City may charge, in addition to the cost of duplication, a special service charge, which shall be based on the cost incurred for such extensive effort. To comply with this provision, the City Clerk or record coordinator shall collect the estimated service charge in advance in addition to the fee for duplication. The service charge shall be calculated using the hourly wage of



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the lowest paid employee that can perform the service. This shall also include a review for applicable exemptions and/or redactions.

- f. If the estimated fee for duplication and service charge represent an overpayment upon completion of the effort, a refund shall be made to the requestor. If the estimated fee for duplication and service charge represent an underpayment upon completion of the effort, the City Clerk or record coordinator shall collect the remaining balance due prior to delivery of the Public Record. When the City Clerk or record coordinator and the requestor fail to agree as to the appropriate charge, the charge shall be determined by the City Clerk.
- g. The City of Doral shall make every effort to respond fully to all Public Records requests within a reasonable time and the City Clerk's Office shall be responsible for monitoring timely performance.

(3). Media Requests

Requests from the media for Public Records shall be handled consistently with the procedures outlined above. All staff members (including City Officials and service providers) receiving a request directly from the media shall immediately inform the City Clerk's Office of the request. The City Clerk's Office shall ensure that the Public Affairs Division and/or the Doral Police PIO is aware of the media request.

(4). Access to Records

For the purpose of this policy, “reasonable” time to provide access to public records is during normal working hours – Monday through Friday 8:00 a.m. to 5:00 p.m., excluding holidays. At all times, the records will be inspected, reviewed, and copied under supervision by the custodian of the public records requested, or the custodian’s designee, pursuant to Florida Statutes § 119.07(4)(d).



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VIII. PUBLIC RECORDS FEE SCHEDULE

Hard copies of pages not more than 14 inches by 8.5 inches	0.15 per page (one-sided)
Hard copies of pages more than 14 inches by 8.5 inches	0.20 per page (two sided)
Hard copies of other-sized documents	Actual cost of duplication
Certified copy	\$1.00 per certified copy
CD / DVD	\$1.00 per CD or DVD
Review of Original Record Copy at City Hall	Review of original copies of records requires staff supervision during the time of review and will be charged at the hourly wage of the employee performing the service if more than fifteen (15) minutes of staff time is required.
Extensive Records Request / Review for Exemptions	Charged at the hourly wage of the employee performing the service for any request requiring more than fifteen (15) minutes of research / review.