



<b>OFFICE USE ONLY:</b>					
Tracking # _____	Dept. _____	Date _____	Time _____	Done _____	Time _____

## St. Johns County Board of County Commissioners

Records Management

# PUBLIC RECORDS REQUEST

**Florida Constitution, Article I, Section 24(a)**

“Every person has the right to inspect a copy of any public record made or received in connection with the official business of any public body . . .”

**Florida Statute 119.011**

“Public Records means 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 of any agency.”

**Florida Statute 119.07**

“Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian’s designee.”

Most County records are promptly available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the County service counter. Copies of non-confidential, public records are available at the statutory rate of 20 cents per page, upon your request.

The information listed below is requested (**but not required**) to expedite your request and document file activity.

**SUBJECT OR NAME OF FILE(S) OR RECORD(S):**

1. \_\_\_\_\_
2. \_\_\_\_\_

**TIME PERIOD: FROM** \_\_\_\_\_ (MONTH, DAY, YEAR) **TO** \_\_\_\_\_ (MONTH, DAY, YEAR)

**COPIES REQUESTED:** YES \_\_\_ NO \_\_\_      **REVIEW OF FILE:** YES \_\_\_ NO \_\_\_

**LIST RECORD(S) TO BE COPIED BELOW:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**The Contact Information Below is NOT Required**

If you wish to be contacted when the records are available, please include the appropriate information:

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NOTICE:** The Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. Fees may vary among departments. You may discuss the request and fee with the department holding the record. (Chapter 119.07(4)(d), F.S.) In addition, extensive use of information technology resources and/or extensive clerical or supervisory assistance by County personnel in retrieval of the requested public record(s) will require payment for the use of such information technology resources and/or labor cost of personnel providing the service. (Chapter 119.07(4)(d), F.S.)

**NOTICE:** A fee schedule is available on the St. Johns County Website at [www.sjcf.us](http://www.sjcf.us) or via direct link at [www.sjcf.us/media/FeeSchedule.pdf](http://www.sjcf.us/media/FeeSchedule.pdf)

**NOTICE:** Pre-payment may be requested in order to initiate extensive services or processes.

Information for the SJC Employee – Please read

## St. Johns County Administrative Code

<b>Section:</b> Administration	<b>Date Issued:</b> January 1993 <b>Updated:</b> January 2005
<b>Title:</b> Public Review of County Records	<b>Reference:</b> F.S. 119 & F.S. 286 Administrative Procedure

### 104.3 Policy

**Excerpt Regarding:** “St. Johns County Public Records Request Form (Exhibit E)...”

“If the person requesting the record chooses not to complete the request form, the **County employee completes the form** to the extent possible based on information known or offered by the requestor.”

### 104.7 Inclusion of Request Form

The Request Form will **be included** as a future part of the file, which was reviewed.

---

## General Fees\*

<b>Photocopies</b>	<b>Fee</b>
One-Sided	\$0.20 per Copy
Two-Sided	\$0.25 per Page
Other	Actual Cost
Certified	\$1.00 per Copy
<b>Postage/Shipping</b>	By Weight & Delivery Type
<b>Check Return Charge</b>	
<\$50	\$25.00
<\$300	\$30.00
>\$300	The greater of \$40.00 or %5 of face value

\*The Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. Fees may vary among departments however. You may discuss the request and fee with the department holding the record. (Chapter 119.07(4)(d), F.S.)

A published fee schedule is available on the St. Johns County public website [www.sjcf.us/](http://www.sjcf.us/) and directly via link: <http://www.sjcf.us/media/FeeSchedule.pdf>

---

**Instructions for submitting the form:**

Clicking on SUBMIT will open Outlook and an email window with the form as an attachment.

To submit through another email application, complete the form, save it to your computer and send as an attachment to [wsheroke@sjcfl.us](mailto:wsheroke@sjcfl.us).

You can also fax to (904) 827-6882 or mail to: Information Systems  
4455 Ave. A, Suite 103  
St. Augustine, FL 32095  
Attn: Bill Sheroke