



City of Bradenton Public Records Request Form (con't)

Specific fees authorized by FS 119.07 may apply to Public Records requests requiring the use of materials and resources. For all other copies not addressed in the statute, a fee for the actual cost of duplication of the public record(s) may apply. Please see below for a listing of applicable fees.

<u>Description</u>	<u>Unit Cost</u>
GENERAL MATERIALS	
8.5"x11" up to 8.5"x 14" - Single sided	\$0.15 per copy
8.5"x11" up to 8.5"x14" - Double sided	\$0.20 per copy
11"x17" - Single sided	\$0.25 per copy
11"x17" - Double sided	\$0.30 per copy
18.0"x24.0" Black and White	\$2.50 per copy
18.0"x24.0" Color	\$5.00 per copy
24.0"x36.0" Black and White OR Color	\$10.00 per copy
Certified copies (per page certification)	\$1.00
Certification statement (in addition to copying fees)	\$5.00
CD or DVD	\$0.50
Audio cassette	\$1.00
Video cassette (outsourced)	cost to city
MISCELLANEOUS DOCUMENTS	
Land Use Regulations (LURs) Unbound Copy	\$30.00
Land Use Regulations (LURs) Insert Update Pack	\$0.50 per sheet
Comprehensive Plan (Unbound Copy GOP'S)	\$110.00
Comprehensive Plan Insert Update Pack	\$2.00 per sheet
Land Use Written Research (Admin. Determination on City Letterhead)	\$50.00

In addition to the actual cost of duplication, a reasonable fee based on the cost incurred for extensive use of information technology resources and /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 / or supervisory assistance required may be charged. The city will determine the personnel that are most appropriate to fulfill the request. The term "extensive" means more than 15 minutes expended by personnel to complete any of the tasks defined below.

"Use of information technology resources" includes the setup and implementation of information technology defined in FS 282.0041(14).

"Clerical or supervisory assistance" includes searching for and or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, preparing, copying and re-filing of the requested record(s).

The cost of mailing or shipping the requested material may also be added if the requestor asks that the material be delivered (instead of the requestor picking up the material in person). The requestor will be required to pay any estimated cost for extensive research, copying and mailing (if applicable) prior to personnel rendering such services. Any differences will be collected or refunded when the material is collected by the requestor and the requested material will not be released until all amounts due are paid in full. Fees may be paid by cash, check, credit card or money order and are payable to the City of Bradenton.