



Village of Biscayne Park
640 NE 114th Street Biscayne Park, FL 33161

This form is VOLUNTARY and not required. You are not required to provide your name or a reason for the request. The form serves to only facilitate the request.

PUBLIC RECORDS REQUEST
(Florida Statute 119.07)

DATE OF REQUEST
[]

- [] REQUEST TO VIEW PUBLIC RECORDS
[] REQUEST TO OBTAIN COPIES OF PUBLIC RECORDS

PRINT NAME: _____
ADDRESS: _____
TELEPHONE: () _____
FAX: () _____
E-MAIL: _____

INFORMATION REQUESTED: (Please refer to schedule of charges below): _____

Florida Statute, 119.07 - Inspection and copying of records; photographing public records; fees; exemptions
(4)(a)1.(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".

Table with 4 columns: Description, Unit Price, Quantity, Total Cost. Rows include One Sided Copies, Two Sided Copies, DVD or CD, Video Tape, Certified Copies, and Electronic Copy Sent by E-Mail.

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.

TOTAL COST: \$ []

NOTE: PAYMENT MUST BE MADE IN ADVANCE BEFORE TIME AND MATERIALS ARE EXPENDED

I have received the above described Public Records Request on:
Date: _____ Time: _____ Signature: _____

Public Records Request Form 2010.xls Print Name: _____