



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices
6495 Caroline Street, Suite M
Milton, Florida 32570-4592



JIM WILLIAMSON, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
JIM MELVIN, District 4
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator
ANGELA J. JONES, County Attorney
JOEL D. HANIFORD, OMB Director

MEMORANDUM

TO: Department Heads

FROM: Angie Jones

CC: Hunter Walker, Joy Tsubooka, Tammy Simmons

DATE: September 27, 2011

RE: Cost Recovery Policy

At last week's meeting, the Board adopted the attached cost recovery policy. Should you have questions about it, please give me a call. The following is a list of actual materials charges:

B&W single-sided copy, legal or letter size	.15 per page
B&W double-sided copy, legal or letter size	.20 per page
Color copy, legal or letter size	.20 per side
Copies larger than legal size	Actual cost
DVD's	\$1.15 per DVD



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HUNTER WALKER, County Administrator
ANGELA J. JONES, County Attorney
JOEL D. HANIFORD, OMB Director

MEMORANDUM

TO: Hunter Walker
FROM: Angie Jones
CC:
DATE: September 13, 2011
RE: Cost Recovery Policy

Recently, a tremendous increase in public records requests has taken a great toll on our information technology and labor resources. The nature and volume of requests and a need for legal review of certain documents and files, combined with duplicating and other material costs, at times places a significant burden on county resources. The State of Florida, other counties, school boards and similar entities have recently adopted cost recovery policies related to these requests, and Santa Rosa may wish to adopt its own policy. A suggestion, based on the State's policy, is as follows:

Cost Recovery Charges

Estimates:

Upon receiving requests for public records, the county will provide an itemized estimate to the person initiating the request. The estimate will include the hours required, the estimated service charge for extensive labor, and actual duplicating or other material costs.

If upon receiving an initial estimate of charges a request is changed or otherwise limited in scope (limiting individuals or agency divisions, for example), the person initiating the request will be provided with a new estimate of charges.

Material Costs:

In addition to paying the county's current established charge for paper copies, DVD's, CD's, audio tapes and similar materials costs, the requestor will pay the actual cost of reproducing oversized or unusual documents. The requestor will also pay the actual cost of packaging and postage, if such charges are incurred.

Special Service Charge:

A special service charge will be warranted if the nature or volume of the public records requested to be inspected or copied requires more than 30 minutes of county resources or if the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel. Clerical or supervisory assistance includes searching for and or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, and preparing, copying, and re-filing of the request record.

The special service charge is in addition to the materials cost.

The special service charge will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing the service.

In those cases where legal review is necessary, the charge will be that of the county attorney's salary and benefits, calculated as an hourly rate.

Collecting Recovered Costs:

Payment, based on the estimated costs and charges, will be collected before documents are copied, reviewed, redacted, or otherwise processed for release.

If the actual costs incurred are less than such payment as estimated, the overpayment will be refunded to the requestor. The requestor will be required to remit additional monies upon release of the documents to pay for any costs in excess of the estimate.

In the event the requestor fails to remit additional monies to cover costs in excess of the deposit, the requested public records will not be released.

Reducing Costs and Limiting Charges

Labor costs can be reduced significantly if requests include keywords as opposed to "all documents or emails." Similarly, narrowing a request to certain individuals or topics can greatly reduce the use of extensive labor. The county will assist requestors in narrowing searches and reduce unnecessary or duplicative costs.

If the cost for providing paper or electronic copies of records is less than \$5.00, including postage and special service charges, the records will be provided at no charge to the requestor.