

**CHAPER 3.00 - SCHOOL ADMINISTRATION**

**COPYING OF PUBLIC RECORDS**

**3.07**

- I. Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A one dollar (\$1.00) fee shall be assessed for a certified copy of a public record. Copies shall be made by the appropriate staff members at a time which does not interfere with their normal work duty.
  
- II. Charges for copies of audio, video, and other materials shall be at rates established by the Superintendent/designee.
  
- III. The Board authorizes the Superintendent to establish uniform charges for documents not covered in I. above.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**119.07, 1001.43, 1001.52, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY:**