

Fee Guidelines

The following cost recovery guidelines have been established:

- A special service charge will be imposed 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 involved, or both. 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 requested record. Such charge is in addition to the actual cost of duplication.
- Extensive use shall be defined as: If the nature or volume of the public records requested to be inspected or copied requires more than 30 minutes of agency resources.
- If multiple agency functional areas are involved, the special service charge will be based on the aggregate amount of time expended by all personnel and information technology resources, if applicable.
- The charge for clerical or supervisory resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services.
- In those cases where legal review is necessary, the charge will be at the lowest attorney rate (salary and benefits) in the Office of General Counsel.
- When documents can be sent by email, or, for large volume documents, a cloud-based file transfer service, we will do so in the interest of efficiency and to minimize costs. In these cases we will only charge a service charge for extensive time. However, if the volume of documents is too large for these options and must therefore be placed on a CD or DVD, then the costs of those materials will be recovered.
- If the record is in electronic form, and you request a copy on CD or DVD, you will be charged for the actual costs of the disk, not for the time to copy the documents onto the media.
- 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 as long as it is not cost-effective to collect such fees.

Estimates:

If it is determined that there are fees associated with a public records request, the Office of Records Management 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.

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If upon receiving an initial estimate of charges a request is changed or otherwise limited in scope, the person initiating the request will be provided with a new estimate of charges.

Collecting Recovered Costs:

- Payment will be collected before documents are copied, reviewed, redacted, or otherwise processed for release if their production meets the threshold for extensive time or material costs.
- 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.

Material Costs:

One-sided Copy: \$ 0.15 per page of not more than 8½ x 14 inches

Double-sided copy: \$ 0.20 per page of not more than 8½ x 14 inches

All other copies Actual cost of duplication (material and supplies, not labor)

CD-ROM: \$0.85 each

DVD: \$1.15 each

Certified Copies: \$1.00 per page

Packaging and shipping charges: Estimated costs may be changed to reflect actual cost incurred.

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 functional areas can greatly reduce the use of extensive labor.
- It is recommended that you browse our website: <http://www.portcanaveral.com/> as there are many easily accessible records online for no charge. We will continue to add documents and information as we identify some of the most frequently requested public records.
- Consider refining your requests for documents to provide better results and reduce unnecessary or duplicative costs.