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SERVING  
ALACHUA, BAKER, BRADFORD, GILCHRIST, LEVY  
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PLEASE REPLY TO:  
publicrecords@sao8.org

### **PUBLIC RECORDS REQUEST INFORMATION SHEET**

The Office of the State Attorney for the Eighth Judicial Circuit is committed to Florida's principals of open government. The purpose of this document is to provide information to you regarding your request for public records. The request form is **optional** and provided for your convenience and our record keeping. You are **not** required to complete the request form in order to obtain public records from our office. You are **not** required to tell us your name. We do **not** inquire as to the purpose of your request.

We do ask that you be aware of the following:

- Public Records are not free. The fees that we charge you are based upon Florida Statute 119.07. Florida Statute 119.07(4)(d) provides for a special service charge when a public records request requires the extensive use of staff time or technology. We may waive or reduce fees in our discretion. You may request an estimate of cost of the records you are seeking.
- When a public records request is expected to exceed \$15.00, this office will provide the requestor with an estimate of the cost. The requestor must pay a 50% deposit of the total cost of the work to be done, prior to this office commencing the work to fulfill the request. The Office of the State Attorney does not require that recognized media outlets, lawyers in good standing with the Florida Bar, law firms, and governmental entities pay a deposit for public records. Work for such entities will commence upon acceptance by the requestor of the estimated amount. Should any requestor fail to pay for the work requested, further records requests will not be fulfilled until the previous outstanding balance has been settled.
- How much we charge you will be determined by how long it will take us to fulfill your request. How long it will take to fulfill your request depends greatly on several factors, such as:
  - How broad is the scope of your request? If you ask for "any and all" of a type of document or case, this will greatly increase the cost of your request.
  - How many files are you requesting?
  - How are you requesting that we provide the response? We do not charge a per page fee for documents provided electronically.
- All records held by this office must be reviewed and redacted prior to being released or reviewed. We generally undertake review and redaction on a "first come, first served" basis. Public records laws do not authorize the person making the request to set time frames for the agency's response. We are required to, and do, respond in a reasonable period of time.
- Our staff is trained to assist you in making your request. In some cases, our staff will provide you a list of the type of documents that exist in a particular case to assist you in making your request. Our staff can also work with you to limit the scope of your request to reduce the cost to you, if you desire.
- Pursuant to Florida Statute 817.569, it is a crime to use information obtained through a public records request to facilitate the commission of a crime.



