

Public Records Request Town of Melbourne Village

It is the policy of the Town of Melbourne Village that all requests for public records should be acknowledged in writing and satisfied within a reasonable time following the office's receipt of the request. You are not required to give the Town your identity.

The Town is not required to make copies of public records, but to have them for inspection within a reasonable time frame. Please see below for more information. We do ask how to best get you the information you are seeking in writing to better serve this obligation.

Time Frame: Please allow at-least two business days for the Town to comply with your request. Note: By law, copies of public records must be made available within a *reasonable period of time and under reasonable conditions*. Reasonable time and under "Reasonable Conditions" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review and redaction of the records requested.

The Town must take into account its obligation to the citizens for the daily operation of Town government when presented with a voluminous request. To request that Staff immediately cease normal business in order to fulfill such requests quickly-disrupts the normal workflow and causes disruption in services to the rest of the citizens. As such, the accumulation of materials, research, and time involved must be weighed against the daily obligations to the taxpayers. Thus, "reasonable" must be defined by staff resources and workload, and not be an arbitrary timeframe.

Cost: A requestor may be required to pay in advance for costs involved in providing the copy. The requestor may choose whether to have the record duplicated upon paper, upon the same medium in which the public records is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

Copies must be paid for prior to receipt. Cash, personal check on a local bank, money order, or certified check should be made payable to the Town of Melbourne Village and shall be paid prior to the delivery of the records.

The following fees as prescribed in Sec. 119.07(4), F.S. will be charged for Town of Melbourne Village public records and copying.

Each one-sided page (black & white) up to 8 1/2 inches x 14 inches \$0.15

Each two-sided page (black & white) up to 8 1/2 inches x 14 inches \$0.20

Each one-sided page (color) up to 8 1/2 inches x 14 inches \$0.25

Each two-sided page (color) up to 8 1/2 inches x 14 inches \$0.30

Each one-sided page (black & white) up to 11 inches x 17 inches \$0.35

Each two-sided page (black & white) up to 11 inches x 17 inches \$0.40

Each one-sided page (color) up to 11 inches x 17 inches \$0.45

Each two-sided page (color) up to 11 inches x 17 inches \$0.50

Certification of a public record (in addition to per page copy fee) \$1.00

For all other copies, the actual cost of duplication of the public records shall be charged, such as special printing costs for documents.

Special E-Request: We ask that you supply your own USB if you want electronic files otherwise you will incur actual cost for a supplied USB. Average cost is \$20.00 per unit.

Transcripts: The Town of Melbourne Village does not offer transcript services, but you may provide one at your expense.

Hourly Rate: For voluminous records or overly time-consuming records an hourly rate may be assessed in addition to the above copying fees. The Town will assess a fee and provide you with one within two business days if required before commencement of work.