

# **POLK COUNTY SUPERVISOR OF ELECTIONS PUBLIC RECORDS POLICY**

## GENERAL PROVISIONS

Public records in the custody of the Polk County Supervisor of Elections are available for personal inspection by any person pursuant to Florida Public Records Law, Chapter 119, Florida Statutes, with the exception of those records specifically exempt or made confidential by law.

The Polk County Supervisor of Elections office retains and disposes of public records in accordance with General Records Schedule GS3, for Supervisors of Elections, and General Records Schedule GS1-L, for local government agencies, as established by the State of Florida Bureau of Archives and Records Management.

## REQUESTS

All requests for existing public records will be acknowledged within 24 hours of receipt.

All requests for existing public records will be fulfilled within a reasonable time, depending on resources and staffing required to produce the requested record.

The requester is not obliged to provide a name or a reason for the request.

The Polk County Supervisor of Elections prefers, but does not require, that public records requests be made in writing.

Requests for public records should be made via e-mail to: [loriedwards@polkelections.com](mailto:loriedwards@polkelections.com) or by calling Lori Edwards at 863-534-5888, Monday through Friday, 8am - 5pm excluding holidays.

## CHARGES

There will be no charge for the first 30 minutes of staff time necessary to locate, compile, review, or copy data or records, or redact confidential information. Should a service charge for clerical staff time be anticipated, a quote will be provided to the requester for approval prior to fulfillment of the request. The charge will reflect the cost of staff time in addition to the page print or copying charges.

## CHARGES (continued)

Printed letter or legal-size documents: No charge for first 25 pages. For more than 25 pages, the charge will be \$0.15 for a single-sided page, and \$0.20 for a double-sided page. (*Printed or copied documents are available only in black and white.*)

Large (34" x 44") printed color maps: \$10.00 each  
Small (8.5" x 11") printed color maps: \$0.35

Mailing Labels: \$7.00 processing fee plus \$9.00 per thousand records

Electronic Lists: No charge for up to three requests per 30-day period. Subsequent requests (within 30 days) and duplication of previous requests will be charged a \$7.00 processing fee plus \$0.55 per thousand records. Files will be produced in Excel (.xlsx) or comma separated value (.csv) format.

USB flash drives: \$5.00 each.

Requests incurring charges exceeding \$10.00 must be paid in advance. Cash or checks made payable to the Polk County Supervisor of Elections are accepted.

Requests being mailed or delivered must be paid for in advance, including cost of postage or delivery service.

A requestor with an outstanding balance, or who has not collected materials from a prior request, must pay for any subsequent requests in advance, regardless of the amount incurred for said new requests.

Requests can be sent via e-mail to: [info@polkelections.com](mailto:info@polkelections.com) or by telephone at 863-534-5888, Monday through Friday, 8am - 5pm excluding holidays.