



## **City of Cape Coral Charter School Authority and the Oasis Charter Schools**

### **Public Records Request Document Charges Policy**

Persons may request public records either verbally or in writing. Requests should be sufficiently detailed to identify the documents sought to be examined or copied. Public records requests are applicable to non-exempt, non-confidential portions of existing records. The City of Cape Coral Charter School Authority, and/or Oasis Charter Schools (“Authority”) shall not be obligated to create new records or compile lists of information from various existing records to accommodate a public records request.

#### **Public Records Defined:**

The term “public records,” as defined in Fla. Stat. § 119.011(11) means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

Please refer to the City of Cape Coral Code of Ordinances, Chapter 2, Administration 2-19 for a complete list of copy charges and other miscellaneous fees which the Authority follows.

### **Documents Charges:**

Documents provided electronically normally do not have an associated charge. If the documents can be accessed electronically please request "Electronic Delivery" as the preferred method to receive your records when submitting a request.

Outside of "Extensive Search" requests (please see the separate policy), there may also be a cost associated with your paper search. Please review the list below.

- Microfilm print outs: \$ .15 per page
- Documents printed from electronic storage: \$.15 per one-sided page or \$.20 per double sided page
- Documents provided on CD: \$1.00
- Documents provided on DVD: \$1.50

### **Deposit of Estimated Fees:**

Prior to the duplication of any public record, the City of Cape Coral and/or the Authority shall notify the requester of the estimated cost. Prior to the assessment of any special service charge, the City of Cape Coral and/or the Authority shall notify the requester if the information does not appear to be readily identifiable, possibly not in our possession and/or non-existent, or will require additional time to review and copy. Upon agreement by the requester and payment of estimated charges, if any, the City of Cape Coral and/or the Authority will proceed to complete the request.

For any copies not listed in the above-mentioned Code Chapter, the charge shall be limited to the actual cost of duplication, as defined in Fla. Stat. § 119.07(1)(a).