



SOIL & WATER CONSERVATION DISTRICT  
OF  
MADISON COUNTY, FL

James W. (Billy) Brown, Chairman • John Henry Phillips, Vice Chairman • Ernest O. Washington, Secretary- Treasurer

A RESOLUTION BY THE SOIL & WATER CONSERVATION DISTRICT  
OF MADISON COUNTY, FLORIDA  
ESTABLISHING A POLICY FOR CHARGING COSTS  
TO COMPLETE REQUESTS FOR PUBLIC RECORDS.

**WHEREAS** the 119.07(1), F.S. provides that the Soil & Water Conservation District will provide records upon payment of the costs of duplication and that if the nature or volume of public records requested to be inspected, examined, or copied pursuant to the subsection is such as to requires extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based upon the labor cost of the personnel providing the service that is actually incurred by the agency.

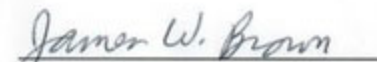
**WHEREAS** the Soil & Water Conservation District finds that it is in the best interest of the public to have a policy to implement section 119.07(1), F.S.

**BE IT RESOLVED** that the Soil & Water Conservation District adopts the following policy:

1. There will be a charge of \$0.15 per page of standard legal or letter size copies, or if special equipment or paper is required, the county shall charge the estimated actual cost of making the copies.
2. In addition to the actual cost of materials and supplies, a special service charge will be assessed for providing information when the nature or volume of the records requested requires extensive clerical or supervisory assistance by county personnel. For the purposes of this policy, extensive means that it will take more than thirty (30) minutes to locate, review for confidential information, copy, and refile the requested material. The special service charge will be computed to the nearest half hour exceeding the initial thirty (30) minutes based on the current rate of pay for the paygrade of the person who performed the service and will be assessed regardless of the number of individual copies made. The special service charge will also be assessed for the inspection of records when it requires oversight in excess of 30 minutes and prevents the person doing the oversight from performing their regularly assigned duties.
3. Payment of costs assessed in 1 and 2 must be received before copies will be provided. When the precise amount of the special service charge or copy charge cannot be calculated in advance, the charge will be assessed incrementally as needed.

ATTEST:

  
BUCK M. CARPENTER  
Conservation Technician

  
JAMES W. (BILLY) BROWN  
Chairman

*Conserving Natural Resources for Our Future...*