



Number Section I
Effective 15 Oct 1996
Revised 16 Jan 2007
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SUBJECT: CHARGES FOR COPIES

POLICY STATEMENT:

It is the policy of the Tampa Port Authority to establish charges as outlined in Section 119.07(4)(a) and Section 119.07(4)(d), Florida Statutes, for copies of public records under the custodial care of the Tampa Port Authority. Public records may be inspected and examined by any person desiring to do so.

The specific record to be inspected or examined must be requested. The record must be maintained under the supervision of the custodial department at all times while under review.

PROCEDURES FOR IMPLEMENTATION:

1. While not required, Port Authority personnel should request any person desiring to inspect/examine a public record to schedule an appointment with the custodial department in order to review the record and narrow the scope of the public records request.
2. Public records requests associated with Tampa Port Authority personnel will be directed to the Human Resources Director.
3. Requests received from the media will be directed to the Director of Public Relations.
4. All other requests will be directed to the Legal Services Manager for processing.
5. The fee for duplicating copies of records is 15 cents per one sided copy up to 8-½ inches by 14 inches, and an additional 5 cents per copy for each two-sided duplicated copy.

6. The cost for sizes larger than 8-½ by 14 inches is as follows:

<u>SHEET SIZE</u>	<u>COPY CHARGES</u>
11 inches by 17 inches	\$0.30 per page
24 inches by 36 inches	\$1.35 per page
30 inches by 42 inches	\$2.10 per page

All other copies will be reproduced at the actual cost of duplication. The Port Authority reserves the right to waive copying charges for requests of less than 35 pages.

7. The Port Engineer or his designee must authorize the use of sepias or vellum copies or documents. The Port Authority will charge a \$1.50 per page paper fee, which will be in addition to per page copy charges identified in Section 3 above.
8. Copying charges will be waived for routine requests from city, county or federal agencies; current or prospective tenants for copies of their lease documents; present contractors and consultants for copies of their contract documents; and for bid or proposal documents unless otherwise denoted in the bid or proposal documents. However, in accordance with Section 119.07(4)(d), F.S., copying charges and special service charges will apply to public records requests producing a large volume of copies and/or extensive use of information technology or labor; Port Counsel will approve these charges.
9. The Port Authority may elect to incorporate electronic transmittal of copies produced in response to public records requests. Documents may be transmitted via email or copied onto a CD-ROM disk.
10. Section 119.07(4)(d), F.S. authorizes a special service charge for extensive use of information technology resources or clerical or supervisory labor. The Port Authority may charge, in addition to the actual cost of duplication, a reasonable special service charge if the nature and volume of public records requested to be inspected or copied requires: (i) extensive use of information technology resources, as defined in section 119.07(4)(d), F.S.; (ii) extensive use of clerical or supervisory assistance, including administrative, technical, and professional staff required to identify and retrieve requested records; or (iii) review for documents that are exempt from disclosure. Such requests will be processed by or through the Port Authority Legal Department. The special service charge shall be based the cost actually incurred for such extensive use of information technology resources or the labor cost of the personnel, or both, in providing the service.

- a. For purposes of this policy, “extensive” shall mean a time period longer than thirty (30) minutes, which shall include the time necessary to: determine whether the public record exists or is exempt from disclosure; locate and retrieve the records; review the records for exempt information; duplicate the records; and return the records to their appropriate files. The special service charge shall be estimated at the time of the request and computed to the nearest quarter of an hour exceeding thirty minutes.
- b. A rate of \$45.00 per hour may be charged for supervisory labor to review and redact records for statutory exemptions or provide other supervisory assistance.
- c. The Port Authority will submit an invoice to the requesting party which will detail hours, fees and costs involved in producing the requested documents.

APPROVED: _____ [*Signed Richard A. Wainio*] _____ **DATE:** 2/21/2007

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