



Barefoot Bay Recreation District Public Records Request

"Public Records" 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. (Florida Statutes 119.011) This request form assists in administrative record keeping and information accuracy but is not required to make an information request.

Date Requested: _____

Request submitted by: ____ Email ____ U.S Mail ____ Fax ____ Phone

Name of Requester: _____

Telephone: (optional) _____ Email: (optional) _____

Records Description: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Inclusive dates of records requested: _____

Check One: Electronic Copy ____ Paper Copy ____

Paper copy fees:

First 10 pages per month, per citizen: No Charge

Additional:

8.5x11.5 or less-one-sided \$0.15

8.5x11.5 or less-two-sided \$0.20

8.5x14 or less one-sided \$0.15

8.5x14 or less two-sided \$0.20

11x17 \$0.25

Certified copies \$1.00

CD/DVD/VHS/Audio Tapes: Duplication of CD's, DVD's, VHS, or audio tapes shall be the actual cost of the CD's, DVD's VHS, or audio tape. Actual mailing costs shall be charged rather than a flat fee.

www.bbrd.org

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