

## DESTIN FIRE CONTROL DISTRICT

### Public Records Pricing – updated as of May 15, 2017

- The Destin Fire Control District adopted a Public Records Policy at its 3/8/2016 regular Board of Commissioners meeting.
- Public record request will be processed in the order they are received
- Request may be aggregated where: The District’s Office received multiple unrelated requests from one requestor during a 7-day period that requires a total of more than 30 minutes of agency resources for compliance. In this case, the incurred costs of the requests would be aggregated into one special service charge.
- Multiple request for the same records: if multiple requests are received a the same time, and the requesters agree in writing to pay a pro-rata share after a cost estimate has been provided to all requesters, then the total fees and costs to the District’s office will be divided by the total number of requesters.
- Duplication Costs
  - Paper Copies – Paper copies up to 8 ½ x 14 inches (letter and legal) must be provided at a cost of 15¢ per one-sided copy and 20¢ per double-sided copy. The first 10 one-sided copies will be provided at no charge.
  - Certified Copies – The costs of providing certified copy of records shall be \$1.00 per page.
  - Actual Cost of Duplication – For all other copies – larger size paper, audio tape, video tape, CD, DVD, thumb drive, etc. – the cost to the requester will be no more than the actual cost of the materials used to duplicate the record. Contact the Liaison for current costs of materials used. (see next page for costs)
  - Requesters Making Their Own Copies – a requestor making his/her own copies or providing copying materials cannot generally be charged for the cost of making copies. However, a service charge may be imposed if supervision of those making their own copies requires an extensive use of the District’s resources.
  - Requestor provided media – The District will not accept Compact Discs (CD), Digital Video Discs (DVD) or thumb drives due to concerns relating to contracting computer viruses.
  - Electronic Files – Electronic files sent via email to a requester will be provided at no charge, subject to the Extensive Use Charges set forth below.
- Extensive Use Charges – a special service charge for the extensive use of District resources will be applied uniformly through the District.
  - Labor Costs – The District will determine which personnel are appropriate to provide assistance in fulfilling the request. The special service charge will be computed to the nearest quarter of an hour exceeding 15 minutes based on the cost of wages and benefits of the lowest paid personnel who, in the discretion of the District, has the necessary skill and training to perform the request. The special service charge shall be in addition to the duplication charges as explained above.
  - Technology Resource Costs – Technology resources include use of personal computer, microfiche readers, or other office machinery. A special service charge shall be collected if the time reasonable required to produce or display the record is over fifteen (15) minutes.

Employee	Hourly Rate	Employee	Hourly Rate
Allison Henderson	\$13.73	Joe D’Agostino	\$49.24
Kathryn Wagner	\$50.73	James Taylor	\$42.73
Kevin Sasser	\$67.98	Bronson Coleman	\$36.84
Matt Taylor	\$46.02	Mark Hutchinson	\$40.68

over for additional prices

- Shipping – U.S. postage or other shipping costs incurred in the delivery of records shall be included in the costs charged to the requester. Such charges will be waived if the requester provides a postage-paid envelope or other means of shipping.
- Duplication Costs (continued)
  - Actual Cost of Duplication – For all other copies – larger size paper, audio tape, video tape, CD, DVD, thumb drive, etc. – the cost to the requester will be no more than the actual cost of the materials used to duplicate the record. Contact the Liaison for current costs of materials used.

Cost Item	Rate
<b>CD-R (52x 700MB 80min)</b>	\$0.30/each
<b>DVD-R (4.7GB 16x 120min)</b>	\$0.73/each
<b>8 ½" x 14", 20lb, 92 bright copy paper</b>	\$0.03/each

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