

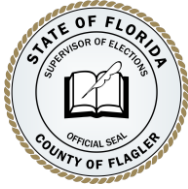
Kaiti Lenhart ★ FLAGLER COUNTY SUPERVISOR OF ELECTIONS

1769 E. Moody Boulevard, Building 2, Suite 101 ★ PO Box 901 ★ Bunnell, Florida 32110-0901
Phone (386) 313-4170 ★ Fax (386) 313-4171 ★ www.FlaglerElections.com

PUBLIC RECORDS REQUESTS POLICY

1. The requestor is not obligated to fill out any forms, give his/her name, reason for the request, or sign for the request.
2. Payment is due in advance for all public records requests. Acceptable forms of payment are cash or check. Checks should be made payable to: Flagler County Supervisor of Elections. All returned check fees will be the responsibility of the requester.
3. Requests for public records placed during an election cycle will require more time. Request fulfillment will take up to 7 business days during non-election cycles and up to 30 business days during election cycles. This is subject to change depending on the extent of the request. Large requests will be assessed on an individual basis. If the request exceeds the estimated preparation time, the requester will be notified.
4. Copies will be provided at the time of the request; however, large requests will require extra time and research. Any request which exceeds 30 minutes processing time will be charged an extensive use fee, as applicable.
5. Charges for public records requests are based upon F.S 119.07 (see Public Records Requests Charges & Fee Schedule)
6. Documents containing exempt information will have the information redacted and the Florida Statute number stating the reason for the redaction.
7. Extensive use charges will apply for any request that exceeds 30 minutes. This includes tasks such as the time it takes to search for hardcopy records, computer research, remove exempt data, photocopy a record, on-site inspection, photocopy redaction, protect the records during inspection, re-file the records, etc.
8. Inspection of records will take place during normal business hours. Records will be made available as quickly as is practical after a request is made. The office will provide deputy assistance free of charge for the first 30 minutes. Otherwise, extensive use charges will apply based upon labor costs of the personnel involved in providing the records. The Supervisor of Elections must advise the requester when the records will be available, if due to the nature and/or volume, it cannot be fulfilled at the time of the request.
9. Data requests will be given in the media format used by the Flagler County Elections Office. Special media format requests will not be honored.
10. Records/Data requests can be mailed if requested. Additional postage will be estimated and paid in advance. If postage is less, a refund in the form of a check will be issued.
11. Retention and disposal of public records is in accordance with the current General Records Schedule for Election Records and General Records Schedule for Local Government Agencies, as established by the State of Florida Bureau of Archives and Records Management.
12. Requests for vote-by-mail ballot information are subject to s. 101.62(3), Florida Statutes, therefore a current Oath For Acquisition must be on file, if not, the oath should be submitted along with the Public Records Request Form and payment.

The Flagler County Supervisor of Elections Public Records Request Policy is based upon the following Florida Statutes :
97.0585, 98.045, 101.5607, 101.62, 106.07, 106.0706, 106.25 and 119.07



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PUBLIC RECORDS REQUESTS CHARGES & FEE SCHEDULE

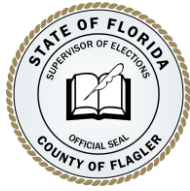
Charges for public records are in accordance with F.S. 119.07(4)(a):

- Duplicated copies of not more than 8.5 by 11 inches will be charged at a rate of 15 cents per one-sided copy and 20 cents for each two-sided copy
- Larger size paper will be charged at 20 cents per one-sided copy
- Certified copies will be charged at \$1.00 per page, with county seal and signature
- Requests of records to be e-mailed that take longer than 30 minutes to process will be charged the hourly amount of the lowest paid qualified employee to assemble the request.
- Digital GIS files are \$5.00
- Cost for printed maps may vary, depending on the type of map requested
- Cost of postage is determined upon weight and size of mailing and will be charged separately

Extensive use charges are in accordance with F.S. 119.07(4)(d):

If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or 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 on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both. "Information technology resources" means data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training.

Extensive use charges will apply for any request that exceeds 30 minutes. This includes tasks such as the time it takes to search for hardcopy records, computer research, remove exempt data, photocopy a record, on-site inspection, photocopy redaction, supervise the records during inspection, re-file the records, etc.

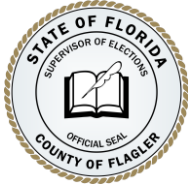


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PUBLIC RECORDS REQUESTS PROCEDURES

1. Payment is due in advance for all public records requests. If the records are requested to be mailed, the requestor is responsible for all applicable postage fees. Postage amount is based upon the weight and size of the mailing and will be charged separately. Checks must be made payable to the Flagler County Supervisor of Elections.
2. All requests for public records will be processed using the Public Records Data Request Form for the purpose of accurately fulfilling the request and recording the payment.
3. Staff may ask for contact information from the requestor in order to fill the request. However, the person requesting the public record is not obligated to give their name, reason for request or sign any documents to obtain the requested material (F.S. 119.07). If the requestor chooses not give his or her contact information, staff will assign a file number. The requestor is given their file number and advised to follow up in order to make arrangements to pick up the requested information when the order has been processed. The requester is responsible for following up to ensure their request is received.
4. Public records requests which are received via postal mail will be time and date stamped and the envelope will be retained. Faxed requests will be time and date stamped upon receipt. E-mailed requests will be printed, reflecting time and date of receipt. If payment is not received with the request, staff will contact the requestor and request payment. The public records request will not be processed until payment is received.
5. EXEMPTIONS: Florida Statutes have established that certain information is exempt from public records requests. When necessary, exempt information will be redacted in order to process a request. A document with exempt information will be copied, the exempt information blacked out with a marker and then a copy of the document with the redaction will be given to the requester. The original redacted copy will be shredded. The original record copy will be re-filed.
6. If extensive use charges apply to any records request, the requester will be notified and payment will be expected in advance of the request being fulfilled. Please refer to the Public Records Request Charges and Fee Schedule for more information about extensive use charges.
7. Inspection of records will take place during normal business hours. Appointments will be made by the Supervisor of Elections after advising the requester when the records will be available. The Supervisor of Elections may designate a staff member to remain with the records to supervise their inspection. Extensive use charges will apply for any inspections that are longer than 30 minutes and must be paid in advance. Please refer to the Public Records Request Charges and Fee Schedule for more information about extensive use charges.
8. Calls from the media regarding public records are forwarded directly to the Supervisor of Elections.
9. If money is collected, a receipt will be completed and a copy given to the requestor. "Public Request and File Number" will be used as the name on the receipt if the person making the request does not offer their information. Method of payment will also be recorded upon the receipt. Checks must be made payable to the Flagler County Supervisor of Elections. The requestor is responsible to pay the returned check fee of \$35.00 on all returned checks.



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**OATH FOR ACQUISITION
VOTE-BY-MAIL VOTER INFORMATION**

I hereby swear or affirm that I am a person authorized by Section 101.62(3), Florida Statutes, to acquire vote-by-mail voter information in Flagler County; that the information acquired will be used only for the purposes prescribed in that section and for no other purpose; and that I will not permit the use or copying of such information by persons not authorized by the Election Code of the State of Florida.

AUTHORIZED PERSONS

Print Name of Registered Political Committee, Political Party, Candidate or authorized person acquiring information.

Signature of Candidate or Officer
acquiring information as authorized
by Section 101.62, Florida Statutes*

Telephone #

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature and Title of Person Administering Oath
(Notary, Supervisor of Elections, Deputy Supervisor, etc.)

Title

PLEASE NOTE:

Vote-by-mail information will not be available until AFTER 5:00 p.m. each day the Elections Office is open to the public.

In compliance with Florida Statutes 101.62(3), Florida Statutes, your username and password assigned to you by the Elections Office must not be shared with anyone other than your designee.

Valid for one calendar year from date signed.

DESIGNEE INFORMATION

I authorize release of vote-by-mail information to:

Name

Address

City

State

Zip Code

Name

Address

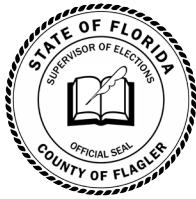
City

State

Zip Code

*Those authorized to purchase vote-by-mail voter information pursuant to Section 101.62, Florida Statutes:

- Voter requesting the ballot;
- Canvassing Board;
- Election Official;
- Candidate who has filed qualification papers and is opposed in an upcoming election;
- Registered political committees, registered committees of continuous existence, and political parties or officials thereof, for political purposes only;



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RECEIVED
DATE STAMP

PUBLIC RECORDS REQUEST FORM

*Name or File Number: _____ *Phone: _____ Date: _____
(OPTIONAL)

VOTER DATA

DIGITAL FORMAT: COMMA DELIMITED TEXT FILE OUTPUT

Import instructions are included for Microsoft Excel. The Elections Office does not offer support for data manipulation.

All Voters

\$5.00 CD Email (N/C)

EMAIL ADDRESS FOR DELIVERY OF FILE:

OR

All Voters with Voting History

\$5.00 CD Email (N/C)

EMAIL ADDRESS FOR DELIVERY OF FILE:

The most recent twenty (20) elections are selected by default.
 Specific elections requested:

Narrow Your Selection (OPTIONAL)

Default selection is all voters. Any choices here will reduce the number of voters in your query. Print your selections below.

Precincts, Districts, City Name or Political Party:

Sort By (OPTIONAL)

Default sort is alphabetical by last name.

- Alphabetical Last Name By Precinct Residential Address
 Residential Address By Precinct Household

MAPS

- \$1.00 8 x 11" Precinct or District Map
 \$10.00 36 x 44" Precinct or District Map
 \$_____ 36 x 44" Specialty Map
 \$5.00 Digital GIS File

Printed maps are pickup only. Prices do NOT include cost of postage.

TYPE OF MAP:

VOTE-BY-MAIL VOTER DATA

DIGITAL FORMAT: COMMA DELIMITED TEXT FILE OUTPUT

This information is exempt per F.S. 101.62(3). Requester must have current Oath For Acquisition.

ELECTION NAME: _____

Daily Online Updates

\$30.00 (INCLUDES FIRST RUN)

EMAIL ADDRESS FOR DELIVERY OF INSTRUCTIONS:

OR

First Run Only

\$5.00 CD Email (N/C)

EMAIL ADDRESS FOR DELIVERY OF FILE:

OR

Daily Labels

\$30.00 + \$.05 per label (PICK UP ONLY)

COPIES / OTHER RECORDS

- \$0.15 One-Sided Copy (Letter Size)
 \$0.20 Two-sided Copy (Large Size)
 \$1.00 Certified Copy
 \$5.00 + \$.15 per page - Walking List Printout
 \$5.00 + \$.05 per label - Voter Address Labels

TOTAL NUMBER OF COPIES:

Employee labor costs or excessive use charges may apply pursuant to F.S. 119.07(3).

SPECIFIC RECORDS REQUESTED:

METHOD OF DELIVERY

- Received Upon Request Requester will call to pick up
 Fax / Email / Mail Call when ready

CONTACT INFORMATION:

The requester is responsible to pay the returned check fee of \$35.00 on all returned checks. Prior to processing your request, the order must be paid for (with a campaign check or committee check, if applicable), checks made payable to the Flagler County Supervisor of Elections. You will be notified when your order is ready. Please allow 7-14 working days processing time. The Elections Office does not offer any support in data manipulation or programming.

* PURSUANT TO F.S. 119, PERSONS SEEKING PUBLIC RECORDS ARE NOT REQUIRED TO PROVIDE THEIR NAME OR CONTACT INFORMATION. IF YOU PREFER TO REMAIN ANONYMOUS, THIS OFFICE WILL ASSIGN A FILE NUMBER TO IDENTIFY YOUR REQUEST.

OFFICE USE ONLY:

Request taken by: _____

Date completed: _____ Initials: _____

Date of delivery: _____

Postage: \$ _____

Excessive Use Charges: \$ _____

Total: \$ _____

Check # _____ Cash