

Public Records Volusia County Fee Schedule

“The charge is limited to actual cost of duplication of the record. The phrase ‘actual cost of duplication’ is defined in Florida Statutes to mean the cost of the materials and supplies used to duplicate the record, but it does not include the labor costs and overhead costs of such duplication. An exception, however, exists for copies of County maps or aerial photographs supplied by County constitutional officers which may include a reasonable charge for the labor and overhead associated with their duplication.” -- *Florida Government-In-The-Sunshine Manual.*

Volusia County’s public records duplication fee policy

Paper copies -- The cost to duplicate paper records is 5 cents per page.

If the nature or volume of public records to be copied requires the extensive use of information technology resources or extensive clerical or supervisory assistance, or both, a reasonable service charge based on the cost actually incurred should be charged on a case by case basis. Extensive use of resources is defined as more than 15 minutes. This should be the direct hourly labor rate calculated for the Activity where the records are requested. (Please see formula below or consult Management and Budget for assistance).

Video cassettes -- Actual video tape cost and, if any, extensive clerical labor (see calculation sheet)

Audio cassettes -- Actual cassette tape cost and, if any, extensive clerical labor (see calculation sheet)

Electronic information retrieval -- Paper copy cost and, if any, Microcomputer Services extensive labor (see calculation sheet)

Formula for determining public records extensive labor costs based on one person or more than one person in your area:

1. Determine the person’s annual direct labor hours (40 hr week x 52 weeks).
2. Total person’s annual current budgeted salary (current salary, plus FICA, plus insurance, plus retirement).
3. Divide line 2 by the number of direct labor hours in line 1. The result is the direct hourly labor rate.
4. If more than one person is involved, multiply each person’s direct hourly labor rate by the number of hours that person was involved in the project. Add together.

(Copy and give to requestor of records)

PUBLIC RECORDS DUPLICATION COST ESTIMATE FORM -- A determination of the cost of providing the requested information should be made as quickly as possible. This shall be conveyed to the requestor of information. The requestor of information shall be given a form estimating the cost of compliance with the information requested. **The requestor shall pay for the cost of records in advance.**

Paper copies -

Number of copies x \$.05 per page =

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Number of copies x \$.05 per page = \$

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Number of copies x \$.05 per page = \$

Electronic information retrieval

Labor as quoted by IT Department \$ _____

Number of copies _____ x \$.05 per page = \$ _____

Video VHS, CD-R, DVD

Actual replacement cost \$ _____

Audio cassettes

Actual cassette tape cost \$ _____

County maps

Determined by size, black and white or color \$ _____

Extensive office/clerical labor costs

Extensive labor #1 (time _____ @ \$ _____ per hour) \$ _____

Extensive labor #2 (time _____ @ \$ _____ per hour) \$ _____

Extensive labor #3 (time _____ @ \$ _____ per hour) \$ _____

POSTAGE to mail materials \$ _____

EMAIL SEARCH – PER QUOTE ATTACHED \$ _____

Total due from requestor of information \$ _____

PRINT NAME: _____

SIGNATURE

DATE

(By signing you agree to pay the County of Volusia public record duplication and labor costs **IN ADVANCE.**)