

REQUEST FOR PUBLIC RECORD Date Submitted:

For Town of Oakland or Oakland Avenue Charter School Requests, please submit to Kathy Heard, the Public Records Custodian, at (407) 656-1117 ext. 2110 or email kheard@oaklandfl.gov. For Oakland Police Department records, please submit such requests to Stacie Quinn, the Public Records Custodian, at (407) 656-9797 ext. 2215 or email squinn@oaklandpd.com.

The following Public Records have been requested:

PLEASE NOTE: If you are making this request other than in person and your request will incur research fees (see below), the estimated fee will be calculated and the request will be held for your approval and payment of a _____ deposit. If you have given us contact information, we will contact you with the estimated deposit amount. You are not required to provide a contact number. If you have not given us a contact method and fees will be incurred beyond copy costs, or questions arise, your request will be held until you contact us.

FEES (Please Read)

One Sided 8 1/2" x 11"	\$.15	
One Sided 8 1/2" x 14"	\$.15	
One Sided 11" x 17"	\$.20	
Two Sided Copy	\$.20	Large Format Copies – fees based on outsourcing costs
Certified Copy	\$1.00	

FEES CHARGED are based on the Town of Oakland Public Records Policy. Extensive use of information technology resources or extension clerical or supervisory assistance by personnel of the agency is a flat rate of \$20.00 per hour. Extensive means more than 15 minutes to locate, review for confidential material, remove confidential material, copy and re-file the requested material.

Note: You are not required to submit a request in writing. Verbal or anonymous requests are honored as well. This form is intended to facilitate records requests and to assist the Town in identifying miscellaneous revenue.

For Office Use Only Below

Fees to assemble:

Total time to assemble (after first 15 minutes): _____
Number of hours _____ x \$20.00 per hour

Actual Cost = \$ _____

Billing:

Letter size _____ x .15= \$ _____
Legal size _____ x .15= \$ _____
11" x 17" _____ x .20= \$ _____
Two Sided _____ x .20= \$ _____

Certified Copy ____ x 1 .00=\$
Postage / Shipping \$

Staff time \$

Sub-Total \$

Outsourcing _____ \$

Grand Total DUE \$

Deposit required? _____ Deposit/Payment received? _____ Request completed on: _____