



Leon County Supervisor of Elections Office

Public Records Request Policy

The Leon County Supervisor of Elections office (SOE) is committed to transparency and review of public records in the possession of this office. [Chapter 119 Florida Statute](#) serves as the principle foundation of the policies and procedures for this office, though there are other areas of public record requirements. Because certain information regarding voter records, security policies and procedures require redaction, there may be a fee, redaction and possibly denial of portions or entire requests for public records. This document serves to outline the general policies of our office regarding Public Records Requests. Every public records request will be assessed individually when received.

1. Making a public records request

- a. The preferred method of public records request submissions to our office are:
 - i. Using the submission [form](#) on our website.
 - ii. Through our vote@leoncountyfl.gov public email address, with the subject of "(Your Name) Public Records Request.
- b. Our standard response time is 24 hours during normal business hours to acknowledge we are in receipt of your request. Response times to fulfill may be longer during active election periods. The SOE is not required to compile, customize or aggregate data for requestors. We will make our best effort to provide or direct requestors to existing data that is available.
- c. If the information requested is publicly available, we may respond with the location of the files (typically on our website) rather than the actual documents.

2. Delivery of public records

- a. If the request is to physically inspect public records in our office, we will coordinate with the requestor to arrange an appropriate time to produce and review the records in our office.
Note office policy 1.b. will still apply.
- b. If the request requires, or is requested to make paper copies of records, there will be a fee for copies (see Fees, section 3)
- c. If the request is for electronic delivery, we typically email a link to a secure download portal for the requestor to download the files, normally free of charge.
- d. If the request requires an external storage drive for delivery, the SOE will provide the device and include this fee in the estimate and final charge. As a security policy, the SOE does not allow outside devices to access our networks. Any storage device required for the request will be the requestors to keep upon delivery.
- e. If an estimate is provided, the requestor will have 7 business days to respond, otherwise we will consider the request abandoned and close the request.

3. Fees

- a. Florida Statue [119.07](#) provides for potential fees for production of public records:
- b. \$0.15 per 1-sided photocopy of records.
- c. \$.20 per 2-sided photocopy of public records

- d. \$1.00 per certified copy of any record.
- e. Florida Statute 119.07(4)(d) provides that a special service charge may be assessed.
 - i. 119.07(4)(d) If the nature or volume of public records requested to be inspected 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.
- f. The SOE has established the “special service charge” at a flat rate of \$25/hour billed in ¼ hour increments.
- g. Our office has defined the threshold of “extensive” to be 2 hours or more of aggregate staff time to complete any public records request. Staff time for redaction or review of public records will be included in the estimated and actual fee.
- h. The SOE will respond to the requestor to notify of the assessment of a fee for record production. The requestor may have the opportunity to revise/narrow the scope of the request or can agree in writing to pay the fee as established.
- i. If the cost estimate to fulfil the request exceeds \$200 (8 billable hours) the SOE will require a non-refundable 30% deposit of the estimate before starting the request. If the actual cost of the fee is less than the estimate, the deposit will be used towards the fee and the remaining balance will be collected by our office.
- j. If a fee is assessed, records will not be delivered until the entire fee has been paid by cash or check only. The requestor has 7 business days to deliver payment else the request is considered closed.

4. Format of public records

- a. When possible, we try to deliver the original format of the public record, but the Supervisor of Elections Office has a duty as the custodian of the records to keep the original record. Often electronic scans or images of the record is the preferred format for the requestor.

5. Availability of Public Records

- a. The SOE has a duty in certain cases to apply statutory and or security exemptions and keep from disclosure certain records, e.g. signatures, Vote-By-Mail request data, cybersecurity, infrastructure, felon information etc. When possible, we will provide the reasoning for any exemptions that we apply to the requestor.
- b. Certain records may be exempt from disclosure due to the Cybersecurity Information Sharing Act (CISA) or F.S. 282.318 known as the “Information Technology Security Act”. Both CISA and ITSA provide that agencies sharing data or information with State and Federal entities that are confidential in nature are exempt from public record disclosure.
- c. [Florida Statute 119.071\(3\)\(d\)\(1\)\(f\)](#) provides for protection of certain information.

(d)1. Information relating to the Nationwide Public Safety Broadband Network established pursuant to 47 U.S.C. ss. 1401 et seq., held by an agency is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution if release of such information would reveal:

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- f. Security, including cybersecurity, of the design, construction, and operation of the network and associated services and products.