



Shirley Anderson

Hernando County Supervisor of Elections

16264 Spring Hill Drive
Brooksville, FL 34604
352-754-4125

Public Records Request Policy / Procedure

For the purpose of requests under the Florida Public Records “Sunshine” Law, the custodian of Hernando County Supervisor of Elections is...



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Public records request and written notices to the Supervisor of Elections pursuant to the provisions of Section 119.12 (2) of the Florida State Statutes should be directed to the custodian of public records.



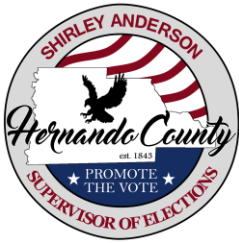
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Public Records Request Policy

1. **Payment** – is due in advance for all public records requests. Acceptable forms of payment are cash or check. Checks should be made payable to: Hernando County Supervisor of Elections. All returned check fees will be the responsibility of the requester.
2. **Request Fulfillment** – may take up to 9 business days during a non-election cycle, 15 business days during an election cycle. 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 shall be notified.
3. **Outstanding Requests & Standing Requests** – If the request is outstanding for 30 days with no response from the requester the request will be closed and acknowledgement email will be sent. The request applies only to those records in the custody of the agency at the time of the request. Standing requests for data not yet created will not be honored.
4. **Inspection of Records** – will take place during normal business hours. Records will be made available as quickly as practical after a request is made. The office will provide deputy assistance free of charge for the first 15 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, and, if due to the nature and/or volume, it cannot be fulfilled at the time of the request.
5. **Media Format** – Data requests will be given in the media format used by the Hernando County Elections office. Special media format requests will not be honored. All records are kept in their original format and file type. Requests to produce in another format may be subject to charges.
6. **Request for Vote-by-Mail Ballot Information** – are subject to S101.62(3). Florida Statutes, therefore a current Oath for Acquisition must be on file, if not, the oath is required with the Public Records Request Form and payment if due.
7. Pursuant to Section 199.07(1)(a) and (4), Florida Statutes, the obligation of the custodian of public records is to provide access to, or copies of, public records “*at any reasonable time, under reasonable conditions, and under supervisor by the custodian of public records,*” provided that the required fees are paid. A custodian is not required, however, to either give out information for the records of her office or to create new records to accommodate a request for information. If a report has previously been created, it will be available for the public records request.



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General Fees*

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

Mono Copies 8.5 by 11-14"	
One Sided	\$0.15/pg
Two Sided	\$0.20/pg
Color Copies 8.5 by 11-14"	
One Sided	\$0.25/pg
Two Sided	\$0.35/pg
Certified Copies	
CD	\$1.00/pg
	\$0.40/ea
USB Flash Drive	
4GB	\$2.50/ea
32GB	\$4.50/ea
64GB	\$9.00/ea

No charge for electronic records unless it qualifies for extensive use charges

***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 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."

The Hernando County Supervisor of Elections deems that more than 30 minutes of staff time is extensive use. Any information available that has taken 30 minutes or less will be provided. Upon receipt of payment, the rest of the request will be fulfilled.

The Hernando County Supervisor of Elections Public Records Request Policy is based upon the following Florida Statutes: 97.0585, 98.045(3), 101.5607(2)(b), 101.62(3), 106.07, 106.0706, and Chapter 119