

LAKEWOOD RANCH INTER-DISTRICT AUTHORITY  
POLICY REGARDING PUBLIC RECORDS

1. Applicability

This Policy shall be the official Policy of the Lakewood Ranch Inter-District Authority (“IDA”) related to the administration of public records. The policy shall be binding upon all officers of the IDA, appointed IDA committee members, employees, and contract service providers to the extent made applicable by Florida law.

2. Records Custodian

The Lakewood Ranch Inter-District Authority (“IDA”) hereby appoints the IDA Community Manager to serve as official Records Custodian for the IDA. The Records Custodian shall have the authority to act on behalf of the IDA with respect to public records issues that may arise, and may take such actions as are not inconsistent with Florida law or with this Policy.

3. Records Retention

The Records Custodian shall ensure that all public records of the IDA, as defined in Chapter 119, Florida Statutes, are retained and disposed of in accordance with the General Records Schedule GS1-SL For State and Local Government Agencies, as may be amended from time to time.

4. Correspondence, E-mails and Internet Activity

IDA officers, appointed committee members, and employees may create or receive records outside of Town Hall that are subject to retention and public inspection under Florida law. All IDA officers, appointed committee members, and employees, shall comply with the following:

- a. If documents, correspondence, or other records, are created or received outside of Town Hall, and are connected with the official business of the IDA, a copy of such record shall be provided to the Records Custodian for retention.
- b. E-mails sent or received from a personal computer or e-mail address, that are connected with the official business of the IDA, shall be forwarded to the Records Custodian, or his or her designee, for retention.
- c. Any internet postings, blog entries, “tweets”, or other similar internet activity conducted by an IDA officer, appointed committee member, or employee, which are connected with the official business of the IDA, shall be copied and provided to the Records Custodian for retention.

d. Any questions regarding the applicability of the Public Records Act to a particular record or activity should be posed to the Records Custodian.

#### 5. Inspection of Records

The Records Custodian, or his or her designee, shall acknowledge requests for inspection of public records and respond to such requests in good faith. The Records Custodian may not require that a records request be made in writing but may request clarification. Records requests shall be fulfilled as quickly as reasonably possible, given the nature of the request.

#### 6. Confidential or Exempt Information

If any portion of a public records request includes information that is confidential or exempt from inspection under Florida law, the Records Custodian shall, if possible, redact the confidential or exempt information and provide the remainder of the record for inspection. If confidential or exempt information is withheld from the records inspection, the Records Custodian shall state the basis for the exemption, including the statutory citation. If so requested by the requestor, the Records Custodian shall state in writing and with particularity the reasons for the conclusion that the record is exempt or confidential.

#### 7. Copying of Records

The Records Custodian, or his or her designee, shall furnish copies of public records upon prior payment of the following fees:

- a. \$0.15 per one-sided copy for duplicated copies of not more than 14" by 8.5".
- b. \$0.20 per two-sided copy for duplicated copies of not more than 14" by 8.5".
- c. \$1.00 per certified copy not more than 14" by 8.5".
- d. For all other copies, the actual cost of duplication.

#### 8. Special Service Charge

If the nature or volume of the public records requested to be inspected or copied is such as would require more than 15 minutes of staff time to fulfill the request or supervise the inspection, the Records Custodian may charge, in addition to any copying fees, a special service charge. The special service charge shall be the actual hourly cost to the IDA for the staff member performing the clerical or supervisory assistance. If the nature of the request is such that legal review time in excess of 15 minutes is required, the Records Custodian may charge the requestor for the actual cost to the IDA for legal fees incurred in the review.

#### 9. Advance Payment

The Records Custodian shall require that copying fees are paid by the requestor before the requested copies are provided. If it appears that the requestor will incur a special service charge due to the nature or volume of the records requested, the Records Custodian may require an advanced deposit sufficient to cover the estimated cost to the IDA, prior to beginning any work to fulfill the request. In such cases, the requestor shall only be charged for the actual cost to the IDA, and any deposit funds remaining shall be returned to the requestor.