

Material Costs

One-sided Copy:	\$ 0.15 per page of not more than 8½ x 14 inches
Double-sided copy:	\$ 0.20 per page of not more than 8½ x 14 inches
All other copies	Actual cost of duplication (material and supplies, not labor)
CD-ROM:	\$0.85 each
DVD:	\$1.15 each
Certified Copies:	\$1.00 per page
Packaging and shipping charges:	Estimated costs may be changed to reflect actual cost incurred.

Special Service Charge

The District, as authorized in Chapter 119.07, Florida Statutes, will impose a special service charge if the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources and/or extensive clerical or supervisory assistance by personnel. A special service charge will be warranted if the nature or volume of the public records requested to be inspected or copied requires extensive use, or more than 30 minutes of agency resources. Such charge is in addition to the actual cost of duplication.

Clerical or supervisory assistance includes:

- Searching for and or locating the requested record
- Reviewing for statutorily exempt information
- Deletion of statutorily exempt information
- Preparing, copying, and re-filing of the requested record

The charge for clerical or supervisory resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services.

Email

Email will be used when a document can be sent electronically. A special service charge for extensive use may apply in some cases, and large volume requests that must be placed on CD or DVD will incur material costs.

Reducing Costs and Limiting Charges

- To reduce extensive labor costs/special service charges, include keywords instead of phrases such as “any and all documents or emails.”
- Narrow your request to certain, projects, individuals, departments, divisions and/or time periods.
- To minimize costs and in the interest of efficiency, the District will send documents by email.
- Records are accessible online at SFWMD.gov. Information and documents are added regularly as the most frequently requested records are identified.
- If fees are imposed for copies and/or special services, you will receive an estimated cost before records are produced.
- Payment will be collected before documents are copied, reviewed, redacted or otherwise processed.