



**Public Records Request Form**  
**City of Sunny Isles Beach - Office of the City Clerk**  
 18070 Collins Avenue, Sunny Isles Beach, Florida 33160  
 (305) 792-1703 Direct Phone (305) 947-0606 Main Phone (305) 949-3113 Fax

*\*Optional Information*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

*\*Optional information is not required; however, the information is essential to us in communicating with you regarding the status of your request.*

Florida's Public Records Law, Chapter 119, Florida Statutes, requires that records which are made or received in connection with the transaction of official business by any "agency" must be open for inspection and copying in the absence of a statute exempting such records or making such records confidential. As such, the City of Sunny Isles Beach provides for the copying of certain copyright protected documents. However, the copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Further, the City reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Request for  Review or  Copies of  Ordinance  Resolution  Minutes  Other.

**Fees**

**Copy fee:** .15 cents each single sided and .20 cents each double sided up to 11 x 17.

**Compact Disc:** \$5.00 each

**DVD:** \$5.00 each

**Copies of Building Plans are based on the actual cost incurred for reproduction and labor.**

**Labor Charge:** 2 hours or longer – Employee Time x Rate of Pay (\$15.00) = Fee

**Research Charges:** If extensive use (2 hours or longer) of information technology resources, or extensive clerical or supervisory assistance or both are required, a service charge based upon the labor cost actually incurred in providing such copies shall be assessed in addition to the actual cost of the reproduction of documents.

We will respond to you within a reasonable amount of time advising of the costs, if any, associated with your request. Our response will be limited to those materials defined as "public records" in section 119.011(1) F.S. Please note that we provide records themselves, not information obtained from a review or summary of the records. Public records, if available, will be provided in the same format in which they are kept.

Office of the City Clerk: \_\_\_\_\_ Date Received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_

# of Pages: \_\_\_\_\_ Cost: \_\_\_\_\_ Paid  Yes  no

Deposit for Plans: \_\_\_\_\_ Cost of Plans: \_\_\_\_\_ Paid  Yes  no Log #: \_\_\_\_\_