

**City of Gainesville**  
**HUMAN RESOURCES DEPARTMENT**  
**INVOICE FOR PUBLIC RECORDS REQUEST**

Request Taken By: **Scott Heffner**

Date: **7/3/20**

<b>REQUEST MADE BY:</b>	<b>RECORDS</b>
<b>WILL BE:</b>	
<b>Name:</b> <b>Brian K. O'Brien</b>	
<b>Address:</b> <b>Gainesville Citizens Care, Inc.</b>	<b>Picked Up:</b>
	<b>Mailed:</b>
	<b>NOTIFIED FOR</b>
<b>PICK UP BY:</b>	
<b>Phone:</b>	<b>Phone:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>E-mail:</b>

**ITEM(S) REQUESTED** (be detailed and specific): Personnel file of Steve Phillips

**STAFF NOTES:** Call 352-393-8719 or 352-393-8718 to arrange for disc pick-up.

<b>REMIT PAYMENT TO:</b> City of Gainesville					
<b>PAYMENT LOCATION:</b> BUDGET & FINANCE DEPT - B&C CASHIER WINDOW, THIRD FLOOR					
<b>FEES</b>	10 Free Pages		Staff Time	1.0	<b>CD-Rom \$1.00/disc</b>
	Additional Single-Sided Pages - \$0.15/page		Rate	\$34.4917	
	Additional Double-Sided Pages - \$0.20/page		Labor Total:	\$34.49	
	Total for Copies:				
			<b>Request Total:</b>	<b>\$35.49</b>	
<b>PAYMENT METHOD :</b> CASH _____ CHECK _____ MO _____ CC _____ CHECK # _____					
<b>ACCOUNT NUMBER</b> <b>001-900-9010-3020</b>					

City staff completing this request:  
 Lindsay Lowery  
 Employee and Labor Relations Representative

***\*Please submit a copy of this completed form to Budget & Finance with all forms of payment.***

Budget and Finance  
 City Hall  
 200 E. University Ave., 3<sup>rd</sup> Floor  
 Gainesville, FL 32601

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Frequently Asked Questions:

**What information am I entitled to under the Sunshine Law/Public Records Law?**

The Sunshine Law (F.S. Chapter 286) and Public Records Law (F.S. Chapter 119) mandate access by the public to records kept by government agencies as part of the business conducted by those agencies. The Human Resources Department is the records custodian of personnel files and records of its programs and services, and most of these records are available for inspection.

**What information cannot be provided? Why is immediate access to records not provided?**

There are exemptions to the Sunshine Law and Public Records Law intended to protect individuals' rights and safety. Most exemptions are found in F.S. 119.071. However, exemptions contained in other sections of the Florida Statutes may also apply. You may be asked to wait for your request to be completed because the records must be reviewed for any exemptions and the information removed. Our staff will complete the request within a reasonable period of time depending on the information requested and the extent of the request.

**Where can I find more information on the Public Records Law and exemptions?**

The complete Florida Statutes are available online at <http://www.leg.state.fl.us> and the Florida First Amendment Foundation provides a thorough list of exemptions at <http://www.floridafaf.org>

**Why is there a cost to view or receive copies of a record?**

The Public Records Law allows the records custodian to charge a fee for the agency's cost of retrieving the record and preparing for inspection. The requestor may receive up to ten pages per request at no charge. If more pages are requested, the Human Resources Department charges \$0.15 per single-sided page, or \$0.20 per double-sided page, as allowed by law. If the request involves extensive use of staff time and resources, the requestor must pay for the cost to complete the request. For the City of Gainesville, a request requiring more than fifteen (15) minutes of staff time is considered extensive.