City of Wilton Manors

2020 Wilton Drive, Wilton Manors, Florida 33305
City Clerk's Office 954/390-2123

PUBLIC RECORDS REQUEST

Review of specific records can be done without charge unless the nature or volume of the material requested requires assistance. Inspection of records can be accommodated by making an appointment with the City Clerk.

Pursuant to Chapter 119, F.S., a request for copies of records shall be furnished (with reasonable time to respond) upon payment of $.15 per page if the document is a one-sided copy and $.20 per page if document is a two-sided copy, to the public (which includes any resident). There will be an administrative charge (formulated using employee hourly rates) for public records requests involving extensive clerical or supervisory assistance. The cost for any meeting recording is $5.00 per cassette tape or CD (dependent on the format used for recording.) A certified copy of any city document is $1.00 per document.

***This is for organizational purposes only. Written requests are not required to obtain records information.**

Requested by:	**Date of Request:**
Address:	**Phone Number(s):**
Public Records Request (Please Describe in Detail):	
Employee(s) Filling Request:	**Party Picking Up Records Request (Signature):**
Date Request Filled:	**Date Request Picked Up:**
Hour(s)/Minute(s) Spent on Project (by 15 min. increments & first 15 min. no charge)_____ **X** **Employee Rate (by 15 min. increments)_____** **=** **Total Labor_____**	**Copies Total (*#49*): $_____** **Labor Total (*#53*): $_____** **Total: $_____** **Paid Date: _____** ***(Finance: Charge for Research Request)***

Number of Letter/Legal Size Copies:	**Number of Large Plan Copies:**	**Number of CD Recordings:**

Revised 1/23/2012