



TOWN OF PALM SHORES

5030 Paul Hurtt Lane – Palm Shores, Florida 32940

(321) 242-4555 – Office - (321) 254-7883 Fax

E-mail: townhall@townofpalmshores.org

Public Records Request

Person or Organization Requesting Information: _____

Information Requested: _____

Telephone Number: _____

Date of Request: _____

Research requested by: Phone Fax Mail In person

For Office Use Only

Request filled by: _____

Title: _____

Date and Time research began: _____

Date and Time research ended: _____

Total time spent: _____ Hours _____ Minutes

*Hourly rate of custodian or designee: _____

Total Amount due: _____

Paid by: Cash Check

Check # _____ Amount Paid: \$ _____

Date Paid: _____

As per the posted fee schedule, rates will be calculated at time spent over 15 minutes.

FS 119.07(4)(d) states that if the nature or volume of public records to be inspected or copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the cost actually incurred by the agency for such extensive use of information technology resources or personnel.

Rates will be calculated at the base rate of pay for either the custodian or her designee.

An advance deposit may be required before any research begins.