

POLK COUNTY SUPERVISOR OF ELECTIONS PUBLIC RECORDS POLICY

GENERAL PROVISIONS

Public records in the custody of the Polk County Supervisor of Elections are available for personal inspection by any person pursuant to Florida Public Records Law, Chapter 119, Florida Statutes, with the exception of those records specifically exempted or made confidential by law.

The Polk County Supervisor of Elections office retains and disposes of public records in accordance with General Records Schedule GS3, for Supervisors of Elections, and General Records Schedule GS1-L, for local government agencies, as established by the State of Florida Bureau of Archives and Records Management.

REQUESTS

All requests for existing public records will be acknowledged within 24 hours of receipt.

All requests for existing public records will be fulfilled within a reasonable time, depending on resources and staffing required to produce the requested record.

The requestor is not obliged to provide a name or a reason for the request.

The Polk County Supervisor of Elections prefers, but does not require, that public records requests be made in writing.

Requests for public records should be made via e-mail to: loriedwards@polkelections.com or by calling Lori Edwards at 863-534-5888, Monday through Friday, 8am-5pm excluding holidays.

CHARGES

There will be no charge for the first 30 minutes of staff time necessary to locate, compile, review, or copy data or records, or redact confidential information. Should a service charge for clerical staff time be anticipated, a quote will be provided to the requestor for approval prior to fulfillment of the request. The charge will reflect the actual cost of staff time in addition to the page print or copying charges.

CHARGES (continued)

Letter or legal-size documents: No charge for first 25 pages. For more than 25 pages, the charge will be \$0.15 for a single-sided page, and \$0.20 for a double-sided page. Printed or copied documents are available only in black and white. There will be no charge for documents provided electronically.

Large color maps: \$8.00 each

Voter data:

Mailing Labels: \$5 processing fee plus \$7.64 per thousand

Compact Disk: No charge for up to three requests per month. Duplication of previous requests and subsequent requests \$5 processing fee plus \$0.55 per thousand records. File will be produced in Excel (.xlsx) or comma separated value (.csv) format.

Electronic Lists: No charge for up to three requests per month. Duplication of previous requests and subsequent requests \$5 processing fee plus \$0.55 per thousand records. File will be produced in Excel (.xlsx) or comma separated value (.csv) format.

Requests incurring charges exceeding \$10.00 must be paid in advance. Cash or checks made payable to the Polk County Supervisor of Elections are accepted.

DATA FOR CAMPAIGNS AND CANDIDATES

Information regarding voters is available to campaigns and candidates:

- Precinct registration
- Polling location
- Mail ballot requests (oath of acquisition required)
- Petition information
- Mailing labels
- Precinct maps

Laura Hayes, the principal contact for this information, may be reached via e-mail at: laurahayes@polkelections.com or by telephone at 863-534-5888, Monday through Friday, 8am-5pm excluding holidays.