



## Policy: Fee for Copying Records

**ChildNet Number: CN 001.007**

**Original Approved Date: June 2, 2003**

**Policy Revised Date(s): September 13, 2004; February 9, 2007; January 15, 2008;  
January 14, 2010**

**Policy Sunset Date:**

**COA Standard(s):**

### Statement of Policy:

ChildNet will operate with as much transparency as state and federal laws relating to client confidentiality will permit when providing access to records.

**Board Chair's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

10-29-10



## **Procedure: Fee for Copying Records**

**ChildNet Number: CN 001.007**

**Original Approved Date: June 2, 2003**

**Procedure Revised Date(s): September 13, 2004; February 9, 2007; January 15, 2008; January 14, 2010, June 10, 2014, April 25, 2018**

**Procedure Sunset Date:**

**COA Standard(s):**

**Definitions (if any):**

**Statement of Procedure:**

### **A. Availability of Records:**

1. Public records that are open to the public under 119.007(1) F.S. are available for inspection and copying from 8:00 am to 5:00 pm Monday through Friday, excluding holidays.
2. Records that are confidential will only be provided to those individuals or agencies as permitted by law. See also CN 009.034.
3. To ensure the confidentiality of all client case files it is requested that all requests for copies be in writing. Requests should be documented using the designated form for public requests. All requests should be signed by the requestor in front of a notary public and proof of identification should be documented. A child who is receiving services and/or under the supervision of a ChildNet employee who personally knows the child has the option of having their request notarized as stated above or their identity may be verified by a ChildNet employee who personally knows the child; the verification must indicate the employees name, title, and identification number. Verbal request will be processed to the extent possible. See also CN 001.003.

### **B. Fees for Providing Copies of Public Records:**

1. 15 cents per page for single sided photocopies no larger than 14 x 8.5 inches.
2. 20 cents per page for double sided photocopies.
3. The actual cost of duplication of copies larger than 14 x 8.5 inches or copies made by methods other than photocopying.
4. The actual cost of delivery unless the requester picks up the materials.



5. Fees for providing computer-generated information will be the actual cost of providing the information (if applicable).
6. An additional fee of \$1.00 per page will be charged for certified copies.
7. Copies will be made at \$.15 per one-sided page, and \$.20 per double-sided page.
8. Pursuant to 119.07(4) (d) if the nature or volume of public records requested to be copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel, or both, a special service charge may be assessed. ChildNet may assess \$12.00 per hour for staff and/or \$60.00 per hour for attorneys when requests require more than 15 minutes for retrieval, redaction, and copying of the requested material.
9. Before any fee is charged or work is done the requestor of the documents will be contacted and given an estimate of the costs for the production of the materials requested and advised of the consequences of non-payment. All fees will be recorded and payments of copies will be made by the person managing the request.

### **C. Fees for Providing Client Records**

1. City, county, state and federal officials and elected or appointed government officials, as specified by law, will be provided with one complete free copy, except that officials of the Department of Children and Families will be provided with copies as per the services contract between the Department and ChildNet.
2. A client or client's attorney or representative, as specified by law, will be provided for free upon request, one complete copy of the client's file. If a free copy has been provided to the client, the client's attorney or representative is not entitled to another free copy.

### **D. Payment of Fees:**

1. Payment must be made by personal check at the time of copying, or in some limited cases, arrangements can be made to bill the requestor.

**President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

05-04-18