

**CITY OF EDGEWATER
CITY CLERK'S OFFICE**

104 North Riverside Drive
Edgewater, Florida 32132

cityclerk@cityofedgewater.org

Phone: (386) 424-2400 X 1102

FAX: (386) 424-2410



PUBLIC RECORDS REQUEST

The public records law, Chapter 119, Florida Statutes, provides a right of access to inspect and copy the City's existing records. It does not require the City to create new records in order to answer a request for information. If there are no existing documents, which contain information you are requesting, you will be advised accordingly.

The public record law does not require employees to answer questions regarding existing records. City Staff will be happy to provide assistance regarding information contained in a public record. However, if the request is extensive the requester will be required to pay the hourly salary of the assisting employee. This hourly fee will begin after the first hour of assistance is completed. The Clerks office will determine the assisting employee depending on the request.

This form is only used as a tool to help the City Clerk's office better serve you in retrieving your requested information.

Optional Information

NAME _____ **REQUEST DATE** _____

ADDRESS _____ **PHONE** _____

Charges of \$1.00 per copy for certification - \$.15 charge per single page, an additional \$.5 for each two-sided copy
I agree to pay reasonable costs incurred for this request and agree that a deposit may be required.

Signature

ITEMS REQUESTED (Please be specific in defining request and number each item)	THIS SECTION FOR OFFICE USE ONLY

Number of copies _____ x _____ = _____ Amount Due

I have reviewed documents or received copies requested and agree that this request is complete

Signature