



# Public Records Requests

## Per Florida Statute 119.07 -

- All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other materials
- Regardless of physical form, characteristics, or means of transmission
- Made or received in accordance with law or in connection with the official business of an agency

## How to Make a Public Records Request

Public records requests can be made in a variety of ways:

***In Person:*** (Monday-Friday, 8am-4pm, closed holidays):  
East Lake Tarpon Special Fire Control District  
Station 57 – Front Office  
3375 Tarpon Lake Blvd.  
Palm Harbor, Florida 3468577

***By Email:*** [kcunningham@elfr.org](mailto:kcunningham@elfr.org)

***By Regular Mail:***

PUBLIC RECORDS REQUEST  
East Lake Tarpon Special Fire Control District  
Attn: Katy Cunningham  
Station 57 – Front Office  
3375 Tarpon Lake Blvd.  
Palm Harbor, Florida 34685

***By Telephone:*** 727-784-8668 ext 201

***By Fax:*** 727-474-5830

**NOTE: A public records request does NOT have to be in writing and may be ANONYMOUS.**

## Requests and Fulfillment

Public records held by the East Lake Tarpon Special Fire Control District are available upon request for inspection or copying pursuant to Chapter 119, Florida Statutes, and Article I, s. 24 of the State Constitution.

Some public records are already provided for the public on the district's website at [elfr.org](http://elfr.org) and are immediately available for viewing and downloading.

Other records are not as readily available and will have to be located, reviewed for information exempt from

disclosure, and redacted if necessary. The time to fulfill a public records request will vary depending upon the particular records requested and the volume of the request. Our Records Custodian, Katy Cunningham, is committed to fulfilling your request as quickly and efficiently as is reasonably possible.

**Costs**

Maximum fees for copies of public records are established by law. S.119.07(4), Florida Statutes, provides the general fee provision for copies of public records. Some requests, however, may be subject to a statutorily-authorized special service charge for extensive use of information technology resources or personnel services or both. Service charges are determined by the lowest paid employee capable of performing the public records request task.

Any applicable charges will be invoiced, and the charges must be paid prior to the requested copies being processed.

***East Lake Tarpon Special Fire Control District pricing schedule for records requests are as follows:***

Electronic Data	No Charge
1 Sheet Copy, Single Side, 8.5 x 11	.15 cents/sheet
CD, DVD	\$10 / CD, DVD

***\*If the public records request takes 1/2 hour or longer, there will be a charge of employee's time at lowest rate in addition to the above charges.***

**Contact:**

For further information, please contact directly:

Office Administrator/Records Custodian  
Katy Cunningham  
East Lake Tarpon Special Fire Control District  
[kcunningham@elfr.org](mailto:kcunningham@elfr.org)  
Phone: 727-784-8668 ext. 201



**EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT**

**3375 Tarpon Lake Boulevard**

**Palm Harbor, FL 34685**

**727-784-8668 fax: 727-474-5830**

[www.elfr.org](http://www.elfr.org)



**OPTIONAL RECORDS REQUEST FORM**

**Please Print Clearly**

Name of person requesting information (optional): \_\_\_\_\_

Date requested: \_\_\_\_\_

Company/Group representing (optional): \_\_\_\_\_

Please indicate how you would like to receive your record request:

Mail (address): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Description of information you wish to request:

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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Record provided by: \_\_\_\_\_

Record given to requestor

No record found

Number of copies/pages \_\_\_\_\_ Fee \_\_\_\_\_