Shirley Anderson
Hernando County Supervisor of Elections
20 N. Main St, Room 165
Brooksville, FL 34601
352-754-4125

PUBLIC RECORDS REQUEST
POLICY

1. Payment is due in advance for all public records requests. Acceptable forms of payment are cash or check. Checks should be made payable to: Hernando County Supervisor of Elections. All returned check fees will be the responsibility of the requester.

2. Request fulfillment may take up to 3 business days during a non-election cycle. Requests for public records placed during an election cycle may take up to 7 business days. This is subject to change depending on the extent of the request. Large requests will be assessed on an individual basis. If the request exceeds the estimated preparation time, the requester shall be notified.

3. Charges for public records requests are based upon F.S. 119.07 (see Public Records Requests Charges & Fee Schedule)

4. Documents containing exempt information will have the information redacted and the Florida Statute number stating the reason for the redaction.

5. Extensive use charges will apply for any request that exceeds 15 minutes. This includes tasks such as the time it takes to search for hardcopy records, computer research, remove exempt data, photocopy a record, photocopy redaction, on-site inspection, protect the records during inspection, refile the records, etc.

6. Inspection of records will take place during normal business hours. Records will be made available as quickly as practical after a request is made. The office will provide deputy assistance free of charge for the first 15 minutes, otherwise, extensive use charges will apply based upon labor costs of the personnel involved in providing the records. The Supervisor of Elections must advise the requester when the records will be available, and, if due to the nature and/or volume, it cannot be fulfilled at the time of the request.

7. Data requests will be given in the media format used by the Hernando County Elections office. Special media format requests will not be honored.

8. Retention and disposal of public records is in accordance with General Records Schedule GS3 for Election Records and General Records Schedule GS1-L for Local Government Agencies, as established by the State of Florida Bureau of Archives and Records management.

9. Requests for Vote By Mail ballot information are subject to s. 101.62(3). Florida Statues, therefore a current Oath for Acquisition must be on file, if not, the oath is required with the Public Records Request Form and payment if due.

The Hernando County Supervisor of Elections Public Records Request Policy is based upon the following Florida Statutes:

97.0585, 98.045(3), 101.5607(2)(b), 101.62(3), 106.07, 106.0706, and Chapter119

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PUBLIC RECORDS REQUESTS
CHARGES & FEE SCHEDULE

Charges for public records are in accordance with F.S. 119.07(4)(a):

- Duplicated copies of no more than 8.5 by 14 inches will be charged at a rate of 15 cents per one-sided copy and 20 cents for each two-sided copy
- Certified copies will be charged at $1.00 per page, with the county seal and signature
- No charge for electronic records unless it qualifies for extensive use charges

Extensive use charges are in accordance with F.S. 119.07(4)(d):

> *If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.*

Extensive use charges will apply for any request that exceeds 15 minutes. This includes tasks such as the time it takes to search for hardcopy records, computer research, remove exempt data, photocopy a record, photocopy redaction, on-site inspection, supervise the records during inspection, re-file the records, etc. The requester shall be charged $15.00 per hour for any request that exceeds 15 minutes. If, in the opinion of the Supervisor of Elections or their designee, the request involves such an extensive use of clerical time that more than one staff member is required to fulfill the request, an additional charge of $15.00 per hour for each additional staff person will be added.

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PUBLIC RECORDS REQUESTS
PROCEDURES

1. All requests for public records will be processed using the Voter Data Request Form on the Hernando County Supervisor of Elections website of: www.hernandovotes.com for the purpose of accurately fulfilling the request in accordance of when it was received.

2. If extensive use charges apply to any records request, the requestor will be notified and payment will be expected in advance of the request being fulfilled. Please refer to the Public records Request Charges and Fee Schedule for more information about extensive use charges.

3. EXEMPTIONS: Florida Statutes have established that certain information is exempt from public records requests. When necessary, exempt information will be redacted in order to process a request. A document with exempt information will be copied, the exempt information blacked out with a marker and then copy of the document with the redaction will be given to the requester. The original redacted copy will be shredded. The original copy will be refiled.

4. Payment is due in advance for all public records requests. If money is collected, a receipt will be completed with method of payment being recorded and a copy given to the requestor. All checks are to be made payable to the Hernando County Supervisor of Elections. The requestor is responsible to pay the returned check fee of $35.00 on all returned checks.

5. Once processed the record(s) will be made available for retrieval via the website portal for all electronic formats, or hard copies (subject to copy fees per Charges and Fee Schedule) for pick up during normal business hours.

6. Calls from the media regarding public records requests will be forwarded directly to the Supervisor of Elections.

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OATH FOR ACQUISITION
VOTE BY MAIL INFORMATION

I hereby swear or affirm that I am a person authorized by Section 101.62(3), Florida Statutes, to acquire absentee voter information in Hernando County; that the information acquired will be used only for the purposes prescribed in that section and for no other purpose; and that I will not permit the use or copying of such information by persons not authorized by the Election Code of the State of Florida.

AUTHORIZED PERSONS

_____
Print Name of Registered Political Committee, Political Party, Candidate or authorized person acquiring information

_____ _____
Signature of Candidate or Officer acquiring information as authorized by Section 101.62, Florida Statutes* Telephone #

.
Sworn to and subscribed before me this _____ day of _____, 20____.

_____ Title _____
Signature and Title of Person Administering Oath
(Notary, Supervisor of Elections, Deputy Supervisor, etc.)

PLEASE NOTE:
Vote by Mail information will not be available until AFTER 5:00 p.m. each day the Elections Office is open to the public.

In compliance with Florida Statutes 101.62(3), Florida Statutes, your username and password assigned to you by the Elections Office must not be shared with anyone other than your designee.

Valid for one calendar year from date signed

DESIGNEE INFORMATION

I authorize release of absentee information to:

_____ _____
Name Address

_____ _____ _____
City State Zip Code

_____ _____
Name Address

_____ _____ _____
City State Zip Code

*Those authorized to purchase absentee voter information pursuant to Section 101.62, Florida Statutes:

- Voter requesting the ballot;
- Canvassing Board;
- Election Official;
- Candidate who has filed qualification papers and is opposed in an upcoming election;
- Registered political committees, registered committees of continuous existence, and political parties or officials thereof, for political purposes only;