



# City of Green Cove Springs

321 Walnut Street  
Green Cove Springs, FL 32043

Phone: (904) 297-7500  
Fax: (904) 284-8118

## PUBLIC RECORDS REQUEST

### Florida Constitution, Article I, Section 24(a)

“Every person has the right to inspect a copy of any public records made or received in connection with the official business of any public body...”

### Florida Statute 119.011

“Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical forms, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency.”

### Florida Statute 119.07

“Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian’s designee.”

Most City records are promptly available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the City Clerk’s Office. Copies of non-confidential public records are available at the rates as listed in the City’s Public Records Policy.

The information listed below is requested (**but not required**) to expedite your request and document file activity.

### SUBJECT OR NAME OF FILE(S) OR RECORD(S):

1. \_\_\_\_\_
2. \_\_\_\_\_

**TIME PERIOD: FROM:** \_\_\_\_\_ (MONTH, DAY, YEAR) **TO:** \_\_\_\_\_ (MONTH, DAY, YEAR)

**COPIES REQUESTED: YES**  **NO**  **REVIEW OF FILE: YES**  **NO**

### LIST OF RECORD(S) TO BE COPIED BELOW:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### THE CONTACT INFORMATION BELOW IS NOT REQUIRED.

If you wish to be contacted when the records are available, please include the appropriate information:

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_  
**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**NOTICE:** The Florida Statutes provides guidelines for fees regarding the services involved in Public Records access and duplication. Fees may vary among Departments. You may discuss the request and fee with the City Clerk. (Chapter 119.07(4)(d), F.S.) In addition, extensive use of information technology resources and/or extensive clerical or supervisory assistance by City personnel in retrieval of the requested public record(s) will require payment for use of such information technology resources and/or labor cost of personnel providing the service. (Chapter 119.07(4)(d), F.S.)

**NOTICE:** A fee schedule is available at the City of Green Cove Springs website at [www.greencovesprings.com](http://www.greencovesprings.com).

**NOTICE:** Pre-payment may be requested in order to initiate extensive services or processes.

### INTERNAL USE ONLY:

Tracking Number: \_\_\_\_\_ Department & Contact Person: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Time: \_\_\_\_\_