



Comptroller Public Records Request Cost Sheet

Black and White Copy, Media and Labor Charges

Excluding Official Records (Pursuant to Section 119.07(4), Florida Statutes):

| Type | Cost |
|------------------------------------|-------------|
| One-sided copies, up to 8.5" x 14" | \$.15/page |
| Two-sided copies, up to 8.5" x 14" | \$.20/page |
| Certified copies | \$1.00/copy |
| All other copies | Actual Cost |

Official Records (Pursuant to Section 28.24, Florida Statutes):

| Type | Cost |
|--|-------------|
| Copies of pages not exceeding 8.5" x 14" | \$1.00/page |
| Copies of pages more than 8.5" x 14" | \$5.00/page |
| Certified copies | \$2.00 |

| Type | Cost |
|---------------------|--------|
| DVD or CD-ROM Stock | \$1.00 |

Pursuant to Orange County Comptroller's Office Public Records Policy Section II. (E), any records request which requires "more than 30 minutes to locate the records, review the records for confidential or exempt information, redact any confidential or exempt information and copy and re-file the requested material" will be charged a labor cost.

Electronic copies of public records are available, at no cost, and may be sent via email to the requester. If the file size exceeds the allowable limit, paper copies or a DVD containing the records may be provided at the rate shown above.

The Comptroller Clerk of the Board Office will communicate charges and/or any estimated charges to the requester prior to commencing work on the records request. All charges must be paid in full prior to the release of any copies of records.