



**DEBBIE BROWN**  
Secretary

## THE FLORIDA SENATE

### OFFICE OF THE SECRETARY

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### **EXTENSIVE USE FEE ESTIMATE POLICY**

Most public records requests are able to be fulfilled without a charge. Senate Rule 1.444(5) allows a reasonable special service charge in addition to the actual cost of duplication for public records requests that require an extensive use Senate resources and labor cost of the employees providing the service.

Extensive use is defined as any public records requests that requires **more than two hours** of Senate resources to research, process and redact exempt information.

### **CHARGES MAY APPLY AS FOLLOWS:**

There is no charge applied if the research, processing and redaction of exempt information require two hours or less of staff time. When the use of staff time is estimated to exceed two hours, the following charges may apply:

- **Stage 1 Review: Research/Processing/Initial Redactions:**
  - Average of 5 emails per minute (300 emails per hour)
  - Average of \*10 hardcopy pages per minute (600 hardcopy pages per hour)
  - Charge per hour for processing, compiling and initial redactions. Rate of charge is the current rate of pay (employee salary plus benefits) for the Public Records Coordinator in the Office of the Senate Secretary.
  
- **Stage 2 Review: Legal Review as Needed:**
  - Average of 2 emails per minutes (120 emails per hour)
  - Average of \*6 hardcopy pages per minute (360 hardcopy pages per hour)
  - Charge per hour for legal review. Rate of charge is the current rate of pay (employee salary plus benefits) for lowest salaried attorney in the General Counsel's Office.

**Note:** Extensive use fee estimate is calculated by time it will take to review the number of e-mails and/or hardcopy pages (includes .pdf documents). \*When applicable, attachments to emails will be counted as separate hardcopy pages for the estimate.

**MIKE HARIDOPOLOS**  
President of the Senate

**MICHAEL S. "MIKE" BENNETT**  
President Pro Tempore

**PAYMENT:**

- Payment equaling 75% of the estimated cost is due prior to proceeding with processing the request. Requests will not be processed until payment is received
- After the records have been completely processed, it may be determined at that time if the remaining balance will be more or less depending on the actual number of hours worked to comply with the request.
- The remaining balance must be remitted to cover any costs in excess of the estimate before the records will be released.
- Fees may be paid by check or money order made payable to the Florida Senate. Debit or credit cards are not accepted.
- Funds received in excess of actual costs will be refunded to the requester.
- No additional charge is applied for providing the requester with an electronic copy of the records.
- No charge is applied for duplicating a previous record request unless printed copies are requested.
- No charge is applied for the first 25 hard pages of hardcopy records. After page 25, the cost is \$0.15 per page.