



PUBLIC RECORDS POLICY

PURPOSE

Florida's Public Records Law, Ch. 119, F.S., provides a right of access to the records of public agencies as well as to private entities acting on their behalf. In the absence of a statutory exemption, this right of access applies to all materials made or received by an agency in connection with the transaction of official business which are used to perpetuate, communicate or formalize knowledge.

Article I, s. 24, Fla. Const., establishes a constitutional right of access to any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf, except those records exempted pursuant to Art. I, s. 24, Fla. Const., or specifically made confidential by the Constitution.

It is the policy of the Greater Miami Expressway Agency (GMX) to charge and collect costs associated with the compliance with and production of public records request that are extensive in nature.

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 or designee of the public record.

SPECIFIC REQUIREMENTS

Public records requests are deemed to be extensive in nature if they require extensive use of information technology resources or extensive clerical or supervisory assistance by GMX personnel (deemed to be a time commitment in excess of 15 minutes to locate, review for confidential information, copy and/or refile the requested information), or both.

For extensive public records requests, in accordance with section 119.07(4), Florida Statutes, GMX will charge, in addition to the actual cost of duplication, a special service charge, which shall be charged on an hourly basis based on a comparable GMX clerical rate excluding benefits for provision of clerical services, after the first 15 minutes of staff time has been utilized.

If supervisory assistance is needed to address a request, including but not limited to attorneys and paralegals, GMX will charge a reasonable rate for these services.



This policy shall be effective on the date on which it is adopted by the Governing Board and at such time this Policy rescinds all prior policies relating to Public Records.

Adopted by the Governing Board on the 27th of September, 2023. Revised January, 25, 2024.