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[www.lee.vote](http://www.lee.vote)

## Public Records Policy

Revised October 23, 2017

The Lee County Supervisor of Elections is committed to providing you with access to information that allows you to hold government accountable. To provide full and prompt compliance with Florida’s public records laws, this office has established the following policy when fulfilling public records requests on behalf of the Supervisor of Elections.

Florida law provides that public records are all materials made or received by an agency in connection with official business used to perpetuate, communicate or formalize knowledge.

Florida's Constitution and public records laws provide a right to inspect or copy such records unless specifically exempted by the Constitution or by Florida statute.

### Public Records Request Procedure

You may request a public record by contacting the Public Records Custodian using any of the following methods:				
By Telephone:	By Email:	In Person:	By Mail:	By Fax:
(239) LEE-VOTE (533-8683) Todd Putnam Public Records Custodian	<a href="mailto:records@lee.vote">records@lee.vote</a>	Constitutional Complex Supervisor of Elections 2480 Thompson St., 3 <sup>rd</sup> Floor Fort Myers, FL 33901	Supervisor of Elections P O Box 2545 Fort Myers, FL 33902	(239) 533-6310
<b>Contact us if you have any questions at (239) LEE-VOTE (533-8683)</b>				

You are not required to provide your identity or purpose for seeking the record. We will acknowledge your request as soon as possible and may provide one or more of the following initial responses:

- A statement that the Lee County Supervisor of Elections is initiating a search for available records,
- An inquiry to clarify the scope of the request when more information is necessary to initiate a search,
- A statement that the Lee County Supervisor of Elections does not have the requested records,
- Referral to the proper custodian of the requested records,
- An estimate of time required to fulfill the request,
- An estimate of fees associated with processing the request.

### Duplication and Materials Costs

If documents are requested in hard copy or electronic format, they will be provided upon payment of the actual duplication and materials costs when applicable. Please refer to our [VOTER DATA AND RECORDS FEE SCHEDULE](#) for prices and more information. You can also find our fee schedule and [VOTER DATA REQUEST FORM](#) at [www.lee.vote](http://www.lee.vote).

## Public Records Policy (continued)

Revised October 23, 2017

### Special Service Charge

A special service charge will be imposed pursuant to section 119.07(4)(d), Florida Statutes, if the nature or volume of the requested public records requires extensive use of information technology resources and/or extensive clerical or supervisory assistance by agency personnel and also includes the safeguarding of agency personnel records. This charge will be separate and in addition to actual duplication and material costs.

Clerical or supervisory assistance includes searching for and/or locating the requested record, reviewing records for legally exempt or confidential information, withholding or redaction of such exempt or confidential information, and preparing, copying, and re-filing of the requested records.

If multiple agency departments are involved, the special service charge will be based on the aggregate amount of time expended by all personnel and information technology resources when applicable.

### Cost Estimate and Payment

Upon receiving requests for public records, if applicable, the Lee County Supervisor of Elections will provide an itemized estimate to the person initiating the request. The estimate will include the hours required, the estimated service charge for extensive labor, and actual duplicating or other material costs. If upon receipt of an initial estimate of charges, a request is changed or otherwise limited in scope (limiting individuals or agency departments); for example, the person initiating the request will be provided with a new estimate of charges.

The Lee County Supervisor of Elections requires advance payment of 75% (seventy-five percent) of the estimated charges prior to undertaking producing the requested records. We will not review or redact records until we receive advance payment of the estimated charges. If the actual time required to process the request exceeds the initial estimate, the actual cost must be paid before the records are released.

Once the records request is completed and the requestor notified, if the requesting party subsequently advises that they will not need the records, the Supervisor of Elections reserves the right to bill for the difference between the deposit, actual staff hours and cost of producing the public records. The requesting party will not receive a refund for the initial deposit.

### Reducing Costs and Limiting Charges

Labor costs can be reduced significantly if requests include keywords instead of open-ended terms such as "all documents or emails." Similarly, narrowing a request to certain individuals or a particular date range can greatly reduce the use of extensive labor.

## Public Records Policy (continued)

Revised October 23, 2017

Many easily accessible records are already available on our website for no charge. The Lee County Supervisor of Elections continues to add documents and information as we identify some of the most frequently requested public records and will help direct requestors to free online sources whenever possible. Below is an example of some records found at [www.lee.vote](http://www.lee.vote):

- Annual Disclosure Filings,
- Campaign Finance Reports,
- Candidate Lists,
- Canvassing Board Meeting Schedules,
- Early Voting Schedules,
- Elected Official Lists,
- Election Results,
- Logic and Accuracy Testing Schedules,
- Municipal Election Calendars,
- Online District Maps,
- Political Party and Committee Lists and Contact Information,
- Sample Ballots,
- Various Notices and Affidavits,
- Voter Data Fee Schedule and Order Form,
- Voter Registration Field Sites List.

### Exempt/Confidential Records or Information

There are times when it is appropriate to deny or limit access to a record. When necessary, we will provide the requestor with the specific statutory exemption that precludes or limits access to a record.

Some records, or parts of a record are exempt from disclosure; others are exempt and confidential and, therefore, do not have to be made available for inspection or copying.

Prior to fulfilling a records request, we will review all responsive material for any exempt or confidential parts that must be redacted or cannot be disclosed.

### Non-Responder to a Request

If a requesting party fails to respond to inquiries for clarification, cost estimates, or any other communication from the Lee County Supervisor of Elections for 30 business days, the request will be closed. The request may be resubmitted and will be processed as a new request.

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Article 1, Section 24, Florida Constitution  
Chapter 119, Florida Statutes  
Florida Election Code  
Laws of Florida 2017-21