

Office of the City Clerk
City of Margate
5790 Margate Boulevard
Margate, FL 33063
(954) 935-5325 Telephone (954) 935-5211 Fax
recordsmanagement@margatefl.com

PUBLIC RECORDS REQUEST

TRACKING NUMBER PRR# _____ (OFFICE USE ONLY)

**Attention: Providing your name or contact information is optional;
however, it helps us to contact you regarding your request**

DATE: _____

NAME OF REQUESTOR: _____

REQUESTOR CONTACT INFORMATION: _____

RECORDS REQUESTED: _____

NOTES

1. SOME PUBLIC RECORDS CONTAIN INFORMATION THAT IS EXEMPT FROM PUBLIC DISCLOSURE. RECORDS CONTAINING EXEMPT INFORMATION WILL BE REDACTED TO PROTECT THE EXEMPT INFORMATION PRIOR TO PUBLIC DISCLOSURE.
2. INSPECTION OF RECORDS BY THE PUBLIC WILL BE CONDUCTED IN THE PRESENCE OF A CITY EMPLOYEE.
3. FEES FOR PHOTOCOPYING OF PUBLIC RECORDS ARE LISTED BELOW.
4. ANY PUBLIC RECORDS REQUEST THAT REQUIRES RESEARCH BEYOND 15 MINUTES IS CONSIDERED TO BE EXTENSIVE. AN EXTENSIVE RESEARCH FEE WILL BE CHARGED AS NOTED BELOW AND THE REQUESTOR WILL BE NOTIFIED IN ADVANCE WITH AN ESTIMATED COST. EXTENSIVE RESEARCH WILL COMMENCE AFTER THE CITY RECEIVES A FIFTY PERCENT (50%) DEPOSIT FROM THE REQUESTOR ON THE ESTIMATED COST OF RESEARCH AND COPYING.

PHOTOCOPYING OF CITY RECORDS

- SINGLE SIDED COPY - EACH \$.15
- DOUBLE SIDED COPY - EACH \$.20
- COMPACT DISC (CD) - EACH \$.20
- CERTIFICATION (TRUE COPY) - EACH \$1.00

EXTENSIVE RESEARCH SERVICES (ALL DEPARTMENTS)

- FIRST 15 MINUTES - NO CHARGE
- AFTER 15 MINUTES - HOURLY RATE OF LOWEST PAID SALARY IN THE DEPARTMENT OF THE EMPLOYEE CAPABLE OF THE RESEARCH.