



PUBLIC RECORDS REQUEST FORM

Any person requesting public records under Chapter 119 Florida Statute is not required to complete this form nor provide any identifying information to submit their request.

Attention Requestor: To expedite your request for the Authority's records please complete this form and identify specifically the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the Authority. The Authority is not required by law to create new records to fulfill requests. Records or parts of records may not be subject to public dissemination under Chapter 119.071 Florida Statutes. The Legal Administrative Assistant will send notification if the records are exempt under law or if parts of the record requested will be redacted.

The completion of this form is not required to fulfill your request; it is intended as a means to ensure the accuracy and fulfillment of your public records request in a timely manner. By making this request, the Requestor understands there may be costs incurred for fulfilling the records request pursuant to Chapter 119.07 Florida Statute.

This form is designed to be completed manually or electronically and printed to your printer. Once complete, the form may be returned by mail, email, or in person to :

Toho Water Authority
 Attn: Legal Administrative Assistant
 951 Martin Luther King Boulevard
 Kissimmee, FL 34741

Or by email to publicrecordsrequests@tohowater.com

For questions regarding Public Records Requests please visit our website at www.tohowater.com or contact the Legal Administrative Assistant at 407.944.5162.

Requestor Information (This information is voluntary)(Please write legibly or type)

Date:	Name:	Phone:
Address:		
City, State, Zip Code:		
E-mail Address:		

Requested Records (Please be as specific as possible)

Check one: Paper Copies: Certified Copies: Electronic Copies: Records Inspection (In-Person):

Basic Fee Schedule (TWA Resolution No. 2015-003)

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| <ul style="list-style-type: none"> Single-sided copies, up to 8 ½ x 14 - \$0.15 per page Double-sided copies, up to 8 ½ x 14 - \$0.20 per page Single-sided copies, 11" x 17" - \$0.30 per page Single-sided copies, 24" x 36" - \$3.00 per page Certified Copies - \$1.00 (in addition to actual copy cost) CD of electronic or audio public records - \$5.00 each | <ul style="list-style-type: none"> Authority provided audio tape - \$5.00 each Requestor provided audio tape - \$3.00 each Reprints of color photographs up to 5 x 7 - \$3.00 each Larger size color photographs - based on actual duplication costs |
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Special Service Charge (TWA Resolution No. 2015-003)

For requests requiring more than one-half hour of time there will be an hourly salary charge of the employee(s) compiling the research, copying the records and/or supervising the requestor's research. This hourly fee will begin after the first one-half hour and will be calculated by multiplying the research time by the employee(s) hourly wage and benefits. For requests estimated to require more than one hour of an employee(s) time, a minimum \$25.00 deposit will be required; the deposit will be applied to the final cost of the records request. Payments can be in the form of a personal check on a local bank, money order, certified check or credit card and shall be paid prior to the delivery of the materials.

Delivery Method (Please check one, additional charges may apply for mail and overnight delivery)

Pick Up: Mail: Fax: E-mail: Fed-Ex: