

Kaiti Lenhart ★ FLAGLER COUNTY SUPERVISOR OF ELECTIONS

1769 E. Moody Boulevard, Building 2, Suite 101 ★ PO Box 901 ★ Bunnell, Florida 32110-0901

Phone (386) 313-4170 ★ Fax (386) 313-4171 ★ www.FlaglerElections.gov

Public Records Request Policy

Records Retention

The retention and disposal of Supervisor of Elections Office records are in accordance with the current General Records Schedule for Election Records and General Records Schedule for Local Government Agencies, as established by the State of Florida Bureau of Archives and Records Management.

Records Requests

Requests for public records are processed as they are received, on a first-come, first-served basis. Extensive requests placed during an election cycle may require more time. Each request will be assessed individually.

A person requesting public records is not obligated to give their name and reason for the request, or complete any documents to obtain the requested material. Staff may ask for contact information from the requester to fill the request. If the requester chooses not to give his or her contact information, staff will assign a file number. The requester with a file number will be advised to follow up and arrange to pick up the requested information when the order has been processed.

Payment

All public records requests require payment in advance. We only accept cash and checks as forms of payment.

If the records are requested to be mailed, the requester is responsible for all applicable postage fees. The postage amount is based on the weight and size of the mailing and will be charged separately.

Checks must be made payable to the Flagler County Supervisor of Elections. The requester is responsible for a returned check fee of \$35.00 on all returned checks. This fee and payment must be paid in full before processing the request.

Extensive Use Fees

This agency provides public records processing free of charge for the first 30 minutes. Extensive use labor charges will apply for any request that exceeds 30 minutes. This includes the labor cost for the time it takes to search for hardcopy records, computer

research, exempt data redaction, produce photocopies, photocopy redaction, supervise records during on-site inspection, etc.

If extensive use charges apply to any records request, the requester will be notified. A deposit may be charged to complete a portion of a voluminous or extensive request.

Section 119.07 (4)(d):

If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both. "Information technology resources" means data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training.

We do not allow requestors to disaggregate records requests to avoid paying for extensive staff time use. The receipt of multiple or a series of email requests does not absolve the obligation of payment.

Processing

Data Formatting

Data requests will be fulfilled in their existing format, either used or created by this agency. We will not reformat, convert, or modify records to meet specific needs. Special media format requests will not be honored. A requester is responsible for all data conversion, i.e., importing text files into an Excel spreadsheet or converting a PDF to a different format.

Copies

Copies of paper records will be produced according to our charges and fee schedule. Large requests may require extra time and research. Any request that exceeds 30 minutes of processing time will be charged an extensive use fee, as applicable.

Records Inspection

After a request is made, an appointment to inspect records will be made as quickly as possible. Inspection will take place during office hours. The office will provide deputy assistance free of charge for the first 30 minutes. Otherwise, extensive use charges will apply based on the labor costs of the personnel involved in providing access to the records.

Exempt Information

Florida's public record law states that any records made or received by any public agency during its official business are available for inspection unless specifically exempted by the Florida legislature. This also means that not all records are public. Some records are exempt from public disclosure and protected by law.

Exempt and/or confidential information will be redacted from a records request. The reason for the exemption will be provided in a statutory citation.

Vote-By-Mail Ballot information is exempt under Section 101.62(3), Florida Statutes. Persons authorized by statute to receive this information must submit an Oath For Acquisition. The oath should be submitted with the Public Records Request Form and any payment due.

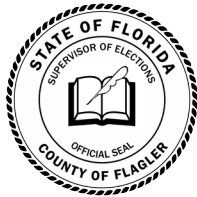
Examples of exempt and/or information under Florida law:

- Drivers license numbers
- Social security numbers
- Persons covered under Section 119.071, F.S., who have an exemption request on file with this agency
- Information relating to the place where a person registered to vote or where a person updated a voter registration
- Pre-registered voters under the age of 18
- Voter signatures
- Provisional ballot voters
- Deceased voters
- Agency cybersecurity information

Charges and Fee Schedule

Our charges for public records are based on Section 119.07(4), Florida Statutes.

Public Records Fee Schedule		
Paper Copy	8.5x11" or less	\$0.15 each
	More than 8.5x11"	\$0.20 each
Certified Copy	County seal or signature	\$1.00 each
Request for records to be emailed	30 minutes or less	Free
	More than 30 minutes	Extensive use fee
Postage	Weight and size dependent	USPS rates
On-site inspection of records	30 minutes or less	Free
	More than 30 minutes	Extensive use fee
Voter data export	Email	Free
Voter data export with voting history	Email	Free
Vote-By-Mail Voter Data		
Only available to persons authorized under Section 101.62(3), F.S., with a current Oath For Acquisition		
Vote-By-Mail voter data export	Daily online updates for one election	\$30.00
Vote-By-Mail voter data export	First run only	\$5.00
Vote-By-Mail voter labels	Daily labels	\$30.00 + \$0.05 per label, pick up only



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RECEIVED
DATE STAMP

PUBLIC RECORDS REQUEST FORM

*Name or File Number: _____ *Phone: _____ Date: _____
(OPTIONAL)

VOTER DATA

DIGITAL FORMAT: COMMA DELIMITED TEXT FILE OUTPUT

Import instructions are included for Microsoft Excel. The Elections Office does not offer support for data manipulation.

All Voters

☐ Email (N/C)

EMAIL ADDRESS FOR DELIVERY OF FILE:

OR

All Voters with Voting History

☐ Email (N/C)

EMAIL ADDRESS FOR DELIVERY OF FILE:

The most recent twenty (20) elections are selected by default.
Specific elections requested:

Narrow Your Selection (OPTIONAL)

Default selection is all voters. Any choices here will reduce the number of voters in your query. Print your selections below.

Precincts, Districts, City Name or Political Party:

Sort By (OPTIONAL)

Default sort is alphabetical by last name.

- ☐ Alphabetical Last Name By Precinct ☐ Residential Address
☐ Residential Address By Precinct ☐ Household

MAPS

- ☐ \$1.00 8 x 11" Precinct or District Map
☐ \$10.00 36 x 44" Precinct or District Map
☐ \$_____ 36 x 44" Specialty Map
☐ \$5.00 Digital GIS File

Printed maps are pickup only. Prices do NOT include cost of postage.

TYPE OF MAP:

VOTE-BY-MAIL VOTER DATA

DIGITAL FORMAT: COMMA DELIMITED TEXT FILE OUTPUT

This information is exempt per F.S. 101.62(3). Requester must have current Oath For Acquisition.

ELECTION NAME: _____

Daily Online Updates

☐ \$30.00 (INCLUDES FIRST RUN)

EMAIL ADDRESS FOR DELIVERY OF INSTRUCTIONS:

OR

First Run Only

\$5.00 ☐ CD ☐ Email (N/C)

EMAIL ADDRESS FOR DELIVERY OF FILE:

OR

Daily Labels

☐ \$30.00 + \$.05 per label (PICK UP ONLY)

COPIES / OTHER RECORDS

- ☐ \$0.15 One-Sided Copy (Letter Size)
☐ \$0.20 Two-sided Copy (Large Size)
☐ \$1.00 Certified Copy
☐ \$5.00 + \$.15 per page - Walking List Printout
☐ \$5.00 + \$.05 per label - Voter Address Labels

TOTAL NUMBER OF COPIES:

Employee labor costs or excessive use charges may apply pursuant to F.S. 119.07(3).

SPECIFIC RECORDS REQUESTED:

METHOD OF DELIVERY

- ☐ Received Upon Request ☐ Requester will call to pick up
☐ Fax / Email / Mail ☐ Call when ready

CONTACT INFORMATION:

The requester is responsible to pay the returned check fee of \$35.00 on all returned checks. Prior to processing your request, the order must be paid for (with a campaign check or committee check, if applicable), checks made payable to the Flagler County Supervisor of Elections. You will be notified when your order is ready. Please allow 7-14 working days processing time. The Elections Office does not offer any support in data manipulation or programming.

* PURSUANT TO F.S. 119, PERSONS SEEKING PUBLIC RECORDS ARE NOT REQUIRED TO PROVIDE THEIR NAME OR CONTACT INFORMATION. IF YOU PREFER TO REMAIN ANONYMOUS, THIS OFFICE WILL ASSIGN A FILE NUMBER TO IDENTIFY YOUR REQUEST.

OFFICE USE ONLY:

Request taken by: _____

Date completed: _____ Initials: _____

Date of delivery: _____

Postage: \$ _____

Excessive Use Charges: \$ _____

Total: \$ _____

☐ Check # _____ ☐ Cash

OATH FOR ACQUISITION

VOTE-BY-MAIL VOTER INFORMATION

Vote-By-Mail ballot request information is confidential and exempt from public disclosure under section 101.62(3), Florida Statutes, except to the following persons or entities who may obtain and use it for political purposes only:

- ☐ Canvassing Board
- ☐ An election official
- ☐ A political party or official thereof
- ☐ A candidate who has filed qualification papers and is opposed in an upcoming election
- ☐ Registered political committee
- ☐ Voter requesting the ballot

I hereby swear or affirm that I am a person authorized by Section 101.62(3), Florida Statutes, to acquire Vote-By-Mail voter information in Flagler County; that the information acquired will be used only for the purpose prescribed in that section and for no other purpose; and that I will not permit the use or copying of such information by persons not authorized by the Election Code of the State of Florida.

AUTHORIZED PERSONS

Registered Political Committee, Political Party, Candidate or authorized person acquiring information (PRINT NAME)

Signature of Candidate or Officer acquiring information
as authorized by Section 101.62(3), Florida Statutes

Telephone #

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature and Title of Person Administering Oath
(Notary, Supervisor of Elections, Deputy Supervisor, etc.)

Title

DESIGNEE INFORMATION

Name

Name

Address

Address

City

State

Zip

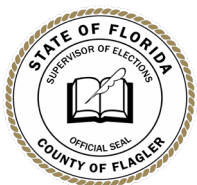
City

State

Zip

Please Note:

Vote-By-Mail information shall be updated and made available no later than 8:00 a.m. of each day, including weekends, beginning 60 days before the primary until 15 days after the general election and shall be contemporaneously provided to the division. In compliance with Section 101.62(3), Florida Statutes, the username and password assigned to you by the Elections Office must not be shared with anyone other than your designee.



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Current election information is always available online: www.FlaglerElections.gov

Valid for one calendar year from date signed.