

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

PUBLIC RECORDS REQUEST PROCEDURE

Authority: Florida Statutes Chapter 119

Public Records Requests

The procedures below are intended to make information accessible to the public in accordance with Chapter 119.07, Florida Statutes.

"Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the Authority.

How do I request information?

Any person can make a request for public records. Such a request may be made via letter, e-mail, facsimile, telephone, or hand delivery. The request should specify the information wanted from the Receiver. The requested information will be provided in a reasonable period of time under normal conditions and in accordance with applicable law, unless such information is considered under the law to be confidential or exempt from public records disclosure; if confidential and/or exempt, you will be notified in writing of such status.

Public records requests should be sent to:

Vicki McElroy
Document Control Specialist/Contracts Coordinator
Orlando-Orange County Expressway Authority
4974 ORL Tower Road
Orlando, FL 32807
(407) 690-5000
McElroyV@oocea.com

How much does it cost?

The charge for duplication of a one-sided letter size (8-1/2 x 11), or legal size (8-1/2 x 14) document shall be \$.15 cents; no more than an additional \$.20 cents for each two-sided copy; and for all other copies, the actual cost of duplication of the public record. In addition to the copying fees, postage must also be paid. Payment is required prior to the distribution of requested information. To avoid postage costs, the requested documents may be picked up in person at the Authority's administrative office at 4974 ORL Tower Road, Orlando, Florida 32807. In addition to the copying and postage fees, a special service charge will apply when the time it takes staff to respond to the public records request exceeds one hour. Staff time will be based on prorated hourly salary rates. Special service charges are intended to cover all personnel

costs incurred in responding to a public records request. For large, single documents not covered above (i.e. blueprints, maps, plats, etc), the charge shall be the actual cost to the Authority for outside reproduction.

Can I view documents at the Authority's office?

Yes, in lieu of copied information being mailed or picked up, it may be inspected by any person desiring to do so, at any reasonable time, under reasonable conditions, at the Authority's administrative office at 4974 ORL Tower Road, Orlando, Florida 32807. Special service charges, described above, will apply to on-site document viewing. Requests should follow the procedure outlined above and allow a reasonable amount of time for compilation of the requested information. Appointments need to be made prior to arrival for inspection of requested information.

Media Inquires

The Authority wants to respond promptly and completely to news media inquiries. Above all, we want to ensure that the information furnished is accurate. If you are a member of the news media and have an inquiry concerning any of the Authority's programs and/or services, or wish to film on any OOCEA expressway, please contact:

Lindsay Hodges
Manager of Public Relations and Communications
4974 ORL Tower Road
Orlando, FL 32807
(407) 690-5000
HodgesL@ocea.com