



**INDIAN RIVER MOSQUITO CONTROL DISTRICT**  
**PUBLIC RECORDS REQUEST POLICY 2021-001**

*Adopted January 12, 2021*

The Indian River Mosquito Control District recognizes its responsibility to maintain the public records of the District and to make such records available for inspection and copying.

“Public Records” are defined by F.S. §119.011(11) as:

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the 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 any agency.

In compliance with Chapter 119, *Florida Statutes*, all public records of the District shall be available for inspection and copying under supervision of the District’s custodian of records during the regular business hours of the District, except as provided by law. The custodian of public records for the District is the Director. The Director may designate another employee of the District to be responsible for the inspection and copying of public records.

Any person may inspect or request copies of the public records of the District. A request may be submitted in writing, in person, or over the telephone. To expedite processing, public records requests should be directed to the Director by e-mail to [irmcd@irmosquito2.org](mailto:irmcd@irmosquito2.org). Requests may also be submitted by regular mail at 5655 41<sup>st</sup> Street, Vero Beach, FL 32967 or by telephone at (772) 562-2393.

Upon receipt of a request, the Director or his/her designee shall promptly acknowledge the request and respond in good faith. The Director shall advise the requester of any fees that may be incurred to fulfill the request and the approximate time it will take to make the records available. Public records that are confidential or exempt from disclosure under the law shall not be made available for inspection or copying. If the records, or any part of them, are exempt from disclosure, the Director or his or her designee will identify the exemptions in writing to the person making the request and cite the specific statutory basis for exemption.

The requester has the option to either inspect the records or receive a copy of the records. The District may charge the requestor a fee not to exceed the amount described in F.S. §119.07(4). The District may charge the actual cost of duplication for requests of over-sized documents, such as maps, photographs, blueprints, computer reports, labels, or any other material not specifically addressed in §119.07(4).

If the nature or volume of public records requested to be inspected, examined, or copied will require extensive use of information technology resources or extensive clerical or supervisory assistance by District personnel, the Director or his/her designee may charge a special service charge in addition to the fees described above. This fee shall be reasonable and based on the actual cost incurred for the labor of the personnel providing the services or the use of information technology resources. For the purpose of this rule, “extensive” means that it will take more than thirty (30) minutes to locate, review for confidential information, copy and refile the requested material.

For requests where a fee or special service charge is requested, the Director shall provide the requester with a cost estimate and obtain a deposit in the amount of 50% of the total estimate from the requester prior to initiating any work relative to the request.

Confidential records that will become public record at a later date must be requested on or after the date it becomes public. The District does not accept standing requests.

Any questions or concerns should be directed to: [irmcd@irmosquito.org](mailto:irmcd@irmosquito.org) or 772-562-2393.