

**TRAILER ESTATES PARK & RECREATION
DISTRICT**

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JAN 29 2009 PM 2:15

FAX MEMO

DATE: January 29, 2009
TO: Scott Rudacille
FROM: Martha Brauer, Chairman
FAX NUMBER: 941-744-9691
RE: Public Records Fees

NUMBER OF PAGES INCLUDING COVER SHEET: 5

Scott,

Attached is our Public Records Policy (p. 1-3), along with our fee schedule (p. 4). Page 2 is the form the office staff uses to write notes about requests. Page 4 is the page for the office staff to use to calculate charges. The verbiage (paragraphs) is taken directly from the policy.

We are reviewing our fees and want to be compliant with public records law. What guidelines can you give us regarding one-sided and two-sided copies? Is there a limit of \$.05 increase as you go from one-sided to two?

Also, we are adjusting our additional fee information. Office staff is at the rate of \$12.00 with no benefits, so we will adjust accordingly. For Office Manager the new rate is \$20.00/hour but the benefits have not been included in that calculation. Would you suggest we add that in?

I look forward to visiting with you. Thank you.

Martha Brauer