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**EXTENSIVE USE FEE ESTIMATE POLICY**

Most public records requests are able to be fulfilled without a charge. Senate Rule 1.48(5) allows a reasonable **special** service charge for public records requests that require an extensive use of Senate resources, including the labor cost of the employees providing the service.

Extensive use is defined as any public records request that requires **more than two hours** of Senate resources to research, process and redact exempt information.

**CHARGES MAY APPLY AS FOLLOWS:**

There is no charge applied if the research, processing and redaction of exempt information require two hours or less of staff time. When the use of staff time is estimated to exceed two hours, the following charges may apply:

- **Stage 1 Review: Research/Processing/Initial Redactions:**
  - Average of 3 emails per minute (180 emails per hour)
  - Average of \*5 hardcopy pages per minute (300 hardcopy pages per hour)
  - Charge per hour for processing, compiling and initial redactions. Rate of charge is the current rate of pay (employee salary) for the Public Records Manager in the Office of the General Counsel and/or the appropriate Senate staff or Office of Legislative Services staff.
  
- **Stage 2 Review: Legal Review as Needed:**
  - Average of 2 emails per minutes (120 emails per hour)
  - Average of \*5 hardcopy pages per minute (300 hardcopy pages per hour)
  - Charge per hour for legal review. Rate of charge is the current rate of pay (employee salary) for lowest salaried attorney in the General Counsel's Office.

**Note:** Extensive use fee estimate is calculated by time it will take to review the number of e-mails and/or hardcopy pages (includes documents attached to emails).

**PAYMENT:**

- Payment equaling 75% of the estimated cost is due prior to proceeding with processing the request. Requests will not be processed until payment is received.
- After the records have been completely processed, it may be determined that the remaining balance will be more or less depending on the actual number of hours worked.
- The remaining balance must be remitted to cover costs in excess of the estimate before the records will be released.
- Fees may be paid by check or money order made payable to the **Florida Senate**. Debit or credit cards are not accepted.
- No additional charge is applied for providing the requestor with an electronic copy (e-mail) of the records. When possible, all records are provided electronically.
- No charge is applied for duplicating a previous record request unless printed copies are requested.
- When applicable, shipping, handling and/or production charges may apply.