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Request Public Records

Records request process

- To help expedite your request you may fill out the form below with as much detail as possible, and identify the specific records you are requesting. However, completing this form is not required for submission of your public records request. Public records are those defined in Chapter 119, F.S.
- The Records Management Department (Records) will respond within 10 business days after the request is received. The response will acknowledge your request and include an estimate of costs (if any) associated with fulfilling the request. If the request is extensive, Records will inform you that you will be provided a good faith estimate within 15 business days from the receipt of the request.
- Records will locate, assemble and conduct a review of the

requested records. The Health Care District will provide copies of public records in the format in which they are maintained. The District cannot create new records in response to a public records request.

- Records will then calculate actual search time and reproduction costs and notify you of the balance due.
- After you submit payment, Records will send you the requested documents.

Other methods to request records:

CONTACT INFORMATION FOR THE HEALTH CARE DISTRICT RECORDS CUSTODIAN:

Please provide all public records requests to the Records Manager, which is the District's records custodian, as follows:

Address

1515 N. Flagler Dr., Suite 101
West Palm Beach, FL 33401-3429

E-Mail: RecordsCustodian@hcdpbc.org

Telephone: (561) 642-1022

Facsimile: (561) 804-5643

Instructions & Form

You are not required to identify yourself or submit any personal information. However, it will be helpful should we need to contact you for additional information.

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity.

First Name

Last Name

Title

Business Name

Address

City

State

Alabama

Zip

[TOP](#)

Phone

Fax

Email

Section B – Record(s) Requested

Section C – Preferred Method for Receiving Record(s)*

☐ U.S. Mail at the address listed above

☐ E-Mail at the address listed above

Duplication Fees and Costs

The Health Care District may enact a fee for duplicating public records for an amount not to exceed the fees established by Chapter 119.07 F.S. Payment shall be made prior to the delivery of requested records. This includes recovering the actual cost of material and supplies used to duplicate public records for requesters as well as a reasonable service charge, in addition to actual cost fees, when a request for public records requires the extensive use of information technology resources and/or diversion of resources for clerical or supervisory assistance that exceeds 30 minutes.

- Photocopies are \$0.15 per single-sided copy, and \$0.20 per double-sided copy.
- Postage will be charged if delivery is requested via U.S. Mail.
- Fees will be determined by the department providing the assistance after consultation from the Records Management Department. The hourly salary and benefits of the clerical and/or supervisory personnel utilized to fulfill an extensive request multiplied by the hours worked will be charged.
(Partial hours worked will be computed in 15 minute increments).



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