



Policy: Fee for Copying Records

ChildNet Number: CN 001.007

Original Approved Date: June 2, 2003

Policy Revised Date(s): September 13, 2004; February 9, 2007; January 15, 2008;
January 14, 2010, April 8, 2026

Policy Sunset Date:

COA Standard(s):

Statement of Policy:

ChildNet will provide copies of records as authorized by applicable law. Fees for duplication and production shall be assessed in accordance with this policy and applicable statutes and contractual requirements.

Board Chair's Signature: Josefa Banzari **Date:** 4/24/26



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ChildNet Number: CN 001.007

Original Approved Date: June 2, 2003

Procedure Revised Date(s): September 13, 2004; February 9, 2007; January 15, 2008; January 14, 2010, June 10, 2014, April 25, 2018, April 8, 2026

Procedure Sunset Date:

COA Standard(s):

Definitions (if any):

Statement of Procedure:

A. Availability of Records:

1. Public records that are open to the public under 119.007(1) F.S. may be available for inspection and copying from 8:00 am to 5:00 pm Monday through Friday, excluding holidays.
2. Records that are confidential will only be provided to those individuals or agencies as permitted by law. See also CN 009.034.
3. To ensure the confidentiality of all client case records and confidential records in ChildNet's possession, all requests for copies must be in writing. Requests should be documented using the designated form for records requests. All requests should be signed by the requestor in the presence of a notary public and proof of identification should be documented and accompany the request. A client receiving services from ChildNet may have the request notarized or may have their identity verified by a ChildNet employee who personally knows the client. Verification must include the employee's name, title, and identification number.

B. Fees for Providing Copies of Public Records:

1. Fifteen (15) cents per page for single sided photocopies no larger than 14 x 8.5 inches.
2. Twenty (20) cents per page for double sided photocopies no larger than 14 x 8.5 inches.
3. The actual cost of duplication of copies larger than 14 x 8.5 inches or copies made by methods other than photocopying.
4. The actual cost of delivery unless the requester picks up the materials.



5. Fees for providing computer-generated information will be the actual cost of providing the information (if applicable).
6. An additional fee of \$1.00 per page will be charged for certified copies.
7. Pursuant to 119.07(4)(d), Florida Statutes, if the nature or volume of public records requested to be copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel, or both, a special service charge may be assessed. ChildNet may assess \$25.00 per hour for staff labor and/or \$75.00 per hour for attorney labor when requests require more than 15 minutes of staff time for retrieval, redaction, and copying of the requested records.
8. Before any fee is assessed or work is performed the requestor of the documents will be contacted and given an estimate of the costs for the production of the requested records and advised of the consequences of non-payment. All fees shall be documented, and payments shall be collected by the ChildNet employee managing the request. ChildNet may require prepayment or a reasonable deposit, as permitted by law, prior to performing work on the request.

C. Fees for Providing Client Records

1. City, county, state or federal agencies or officials who are expressly authorized by statute, rule, court order, or contract to access confidential records may be provided copies consistent with those legal or contractual requirements. Where required for official government purposes, ChildNet may provide one (1) electronic copy of response records at no cost. Requests that exceed statutory or contractual requirements, or that require extensive staff time, redaction, or duplication shall be subject to the cost provisions of Florida Statutes Chapter 119.
2. Officials of the Department of Children and Families will be provided with records in accordance with the services contract between the Department and ChildNet.
3. A client or the client's attorney or authorized representative, as specified by law, shall be provided with one (1) complete copy of the client's file without charge. Any additional copies are subject to applicable duplication fees consistent with Chapter 119, Florida Statutes.

D. Fees and Access for Employment Records:

1. Access to employment file records shall be provided in accordance with applicable Florida law and organizational policy:
 - a. Current and Former Employees: Employees and former employees may request to inspect and obtain copies of their own personnel records, subject to reasonable conditions established by the Organization.



b. An employee or former employee may designate any authorized representative in writing. The written authorization must clearly identify: (1) the authorized representative, (2) the specific records or categories of records the representative is permitted to request and receive, and (3) any applicable limitations on the scope of the authorization. All requests submitted by an authorized representative must be made in writing and accompanied by the employee's or former employee's written authorization.

c. Other Disclosures: Records may be disclosed as required by law, subpoena, court order, contractual obligation, or governmental request, subject to applicable confidentiality protections and exemptions.

2. Fees for Providing Employment Records:

Fees for copies of employment file records shall be assessed in accordance with Paragraph B (Fees for Providing Copies of Public Records) of this procedure, including any applicable per-page charges, service fees, electronic production costs, and postage or delivery expenses.

E. Payment of Fees:

1. Payment of all applicable fees is required prior to the release of records. ChildNet accepts payment by check, money order, electronic payment, or other approved methods. For requests requiring extensive staff time or duplication costs, ChildNet may require a reasonable deposit or advance payment before processing. In limited circumstances, billing arrangements may be approved at ChildNet's discretion.

President's Signature:  Date: 4/24/26