



**TOWN OF LONGBOAT KEY
NOTICE OF CONTACT INFORMATION
PURSUANT TO F.S. 119.12**

**Custodian of Public Records for the
Town of Longboat Key Florida**

Town Clerk

501 Bay Isles Road

Longboat Key FL 34228

Phone: 941-316-1999

Email: recordrequest@longboatkey.org

Hours of Operation

Monday – Friday: 8:30 a.m. – 5:00 p.m.

Pursuant to Article IV, Section II of the Town of Longboat Key Charter, the Town Clerk is designated as the custodian of the Town's official records and receives and responds to public records requests as provided for in Florida Statutes. Requests for records are not required to be in writing, nor is the requester required to provide their name or an explanation as to why the request is being made. Requests can be by written correspondence, by phone or in person at the address and/or phone number noted above. Note: 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. Instead, contact this office by phone or in writing.

Duplication Cost F.S. 119.07

8.5" x 11"	.15
8.5" x 11" (two-sided)	.20
color copies add (per side)	.05
8.5" x 14"	.15
8.5" x 14" (two-sided)	.20
color copies add (per side)	.05
11" x 17"	.25
11" x 17" (two sided)	.30
color copies add (per side)	.05
DVD's	.40
CD's	.40
Certified Copy (cost is per stamp/per page)	\$1.00

Cost is the same if printed from the microfilm printer or the copy machine.

Staff Time

Up to 30 minutes: No charge.

Over 30 minutes: Hourly rate, including benefits, of employee performing the task.