

**GULF COUNTY, FLORIDA
PUBLIC RECORDS REQUEST "PRR" FORM**

Florida Statute 119.011

"Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency."

Florida Statute 119.07

"Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee."

Gulf County records are promptly available to the public upon request. However, to preserve the file content, files are not to be removed from the county custodian of records possession ("Clerk") and may not be removed from the county facility.

The following information is requested to expedite your Public Record Request and document, track and confirm the proper production of your request activity.

NAME OF RECORD OR FILES REQUESTED FOR REVIEW:

1. _____
2. _____
3. _____

Time Period: From: _____ To: _____
Month, Day, Year Month, Day, Year

Copies Requested: Yes _____ No _____

List of Specific Records to be Copied:

1. _____
2. _____
3. _____

Contact Information

If you wish to be notified when the records are available, please include the appropriate information:

Name: _____
Address: _____
Telephone Number: _____ Email Address: _____
Signature: _____