

# County of Monroe

The Florida Keys



## **PUBLIC NOTICE**

The contact information for the Custodian of Public Records for the Monroe County Board of County Commissioners is:

E-mail: [PublicRecords@MonroeCounty-FL.Gov](mailto:PublicRecords@MonroeCounty-FL.Gov)

Any questions can be directed to:

Brian Bradley

[Bradley-Brian@MonroeCounty-FL.Gov](mailto:Bradley-Brian@MonroeCounty-FL.Gov)

Address: 1111 12th Street, Suite 408, Key West, FL 33040

Phone: 305-292-3470 Fax: 305-292-3516

<http://www.monroecounty-fl.gov/>

Applicable business hours of operation are Monday - Friday from 8:00 AM - 5:00 PM, excluding Saturdays, Sundays, and legal holidays.

Pursuant to Florida Statutes - Chapter 119, public records requests do not require responding agencies to create new public records, to create new composites of public records, or to translate and produce information from existing public records.

Be advised that you may incur mandatory statutory fees by making a public records request. A government agency that responds to a public records request is entitled to payment for the services rendered even if you advise the agency, after-the-fact, that you no longer wish to inspect or obtain copies of such records. Also note that Florida has a broad public records law and that

any communication with the County could be considered a public record.

Be further advised that if the language of your public records request is unduly ambiguous or vague and the Custodian cannot identify the public records being sought that the Custodian has not denied your public records request. Instead, you will be notified that additional information is necessary for the Custodian to identify and produce the records sought.

This notice has been provided in compliance with Florida Statute Section 119.12, has been posted in the primary administrative building and all auxiliary office buildings in which public records are routinely created, sent, received, maintained, and requested, and has been posted at the agency's website.

**REVISED 8/15/2017**