

CHAPTER 119 – SAMPLE PUBLIC RECORDS REQUEST

State agencies and local governments, including school boards, town councils, city commissions, county commissions, water management districts, economic development agencies, etc.

To Whom It May Concern:

Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., I am requesting [*select INSPECTION and/or COPIES*] of the following public records: [*describe the records you are requesting with as much detail and specificity as possible*]

Should you deny my request, or any part of the request, please state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by s. 119.07(1)(d), F.S.

I will contact your office within [*select a specific period of time: 24 hours, 48 hours, one week, etc.*] to discuss when I may expect fulfillment of my request, and payment of any statutorily prescribed fees. If you have any questions in the interim, you may contact me at [*fill in a telephone number or email address*].

Thank you.