

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY, d/b/a LYNX

INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

(Florida Public Records Law, Chapter 119, Florida Statutes)

1. In order to expedite your public records request, requests for records should be in writing, and requests will be processed in the order in which they are received. You may request that a Public Records Request Form be faxed to you by calling (407) 841-2279, extension 6170. Such form is also available on the LYNX web page at www.golynx.com. Select the "Public Records" menu. Requests may be submitted by facsimile to (407) 254-6137, or by e-mail to publicrecords@golynx.com.
2. Requests must be for records in the possession of or prepared, owned, used, or retained by LYNX, and requests should be for sufficiently identifiable records. Copies will not be provided if the information is confidential or otherwise exempt from public inspection or copying under the Public Records Law. Confidential information shall be deleted or excised from records prior to inspection, examination, or distribution of copies of the nonexempt portions.
3. Your request will be filled as soon as reasonably possible after receipt of the request. If a request is insufficient to identify the documents sought, you will be notified as soon as reasonably possible after the request is received that more information is needed in order to produce the records. If necessary, LYNX staff will assist you in making a request that describes sufficiently identifiable records. You will be notified as soon as reasonably possible after LYNX receives your request if your request seeks copies of public records which are not in the possession of or prepared, owned, used, or retained by LYNX and/or otherwise not subject to disclosure. Such notice will indicate if the records you requested have been deemed confidential or otherwise exempt from disclosure by the source of the record. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
4. If your request is to review records, rather than receive copies, LYNX will notify you once the records are gathered, and an appointment will be made with you for review at LYNX business offices.
5. Charges for the cost of duplication are as follows: Paper copies, \$0.15 per one-sided copy and \$0.20 per two-sided copy (additional \$1.00 charge for certified copy); data on copied CD, \$2.00 each; data on copied diskette, \$2.00 each; data on copied audio tape, \$3.00 each. An invoice will accompany your records when completed. Payment in full shall be made prior to release of the requested documentation. There may be additional charges for extensive use of staff time or information technology resources. These rates shall be adjusted from time to time for inflation. If a person wishes a photocopied page to contain a certification that it is a true and correct copy of the original, there may be an additional charge imposed.
6. For further clarification please refer to the Florida Public Records Law (Florida Statutes, Section 119.01 et seq.) and the LYNX Policy for Implementing the Florida Public Records Law. The policy is available on the LYNX website at www.golynx.com.

If you have questions pertaining to the submittal of a Public Records Request, you may contact the Public Records Office, (407) 841-2279, extension 6170, Monday through Friday, 8:00 a.m. to 5:00 p.m. Our Fax number is (407) 254-6137. Our e-mail address is publicrecords@golynx.com.