



**RIVIERA BEACH HOUSING AUTHORITY**  
Building Excellence

## Public Records Requests Policy

Riviera Beach Housing Authority (RBHA) fully embraces the Public Records Law, Chapter 119, Florida Statutes, governing the public's right to access records. We proactively comply with the Public Records Law by posting the most commonly requested public records on our website.

Records may be requested in person, via phone, fax, email or regular mail. Requests are not required to be submitted in writing, nor do we require your name or reason for requesting; however, in some instances this information can help identify the specific records requested, thus reducing the cost associated with compiling your public records request.

Records will be provided either in the format in which they reside or in paper. Paper copies cost \$.15 per one-sided copy and \$.20 per two-sided copy. Electronic records can be placed on CDs/DVDs for \$1.00 per CD/DVD. Requests that require extensive clerical or supervisory assistance, which require more than 30 minutes to locate, compile, redact, inspect, and re-file will be considered extensive and labor charges will be assessed. Labor charges are calculated at the hourly rate, including benefits, of the lowest paid employee capable of performing the task, multiplied by the number of hours the request takes (minus the first 30 minutes) rounded to the nearest quarter hour. In addition, requestors are responsible for any associated shipping charges. In some instances, additional fees not listed above will be charged (ex: color copies, certified copies, etc.)

An estimated invoice will be provided, and the requestor must approve the invoice prior to RBHA compiling the requested records. Pre-payment is required for all estimated invoices. Future requests will not be processed until past due balances are resolved.

Records requests fees must be remitted via a personal or business check.

Please address requests to:

Riviera Beach Housing Authority  
2014 West 17<sup>th</sup> Court  
Riviera Beach, FL 33404  
(561) 845-7450  
(800) 431-8738 - Fax  
[jhurt@rivierabeachha.com](mailto:jhurt@rivierabeachha.com)



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## Public Records Requests Policy Amendment # 1

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### Amendment # 1:

1. All Public Records Requests for Riviera Beach Housing Authority documents will be provided a copy of the Riviera Beach Housing Authority Public Records Requests Policy.
2. All Public Records Requests will be forwarded to the Board Attorney for review. This review will not delay the response to be completed in a timely manner.
3. All responses to Public Records Requests will be completed by available Authority Staff time permitting.

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