



How to Request Public Records

Outside Party Procedure

1. In order to assist in accurately fulfilling your request for public records, you may make your request in writing to the JTA Public Records email box, at publicrecords@jtafla.com. Please include all the information on the Public Records Request Form in your email. The Public Records Request Form may be downloaded at www.jtafla.com by selecting 'Public Records' under 'About Us' from the home page. The form may be submitted by fax to (904) 632-5505 or scanning directly to the public records email box. Completion of the Public Records Request form is optional. Requests may be made in writing, in person, or by phone.
2. Requests must be for records in the possession of or prepared, owned, used, or retained by JTA, 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 will be deleted or redacted from records prior to inspection, examination, or distribution of copies.
3. If a request is insufficient to identify the documents sought, you will be contacted as soon as possible for clarification. You will be notified if copies of the requested public records are not in the possession of or prepared, owned, used, or retained by JTA 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.
4. JTA will review your request and respond with a production time and cost estimate as soon as reasonably possible. You will be notified of the approximate number of pages and/or length of time we estimate it will take to process your request. A Public Records Request Invoice with estimated costs will be sent to you and payment (if applicable) must be received prior to releasing records.

The following fees are charged for JTA public records:

Document Type	Cost
Black & White letter or legal sized copies (single sided)	\$ 0.15 per page
Black & White letter or legal sized copies (double sided)	\$ 0.20 per page
Certified Copy of a Public Records	\$ 1.00 per page
Colored letter or legal sized copies (single sided only)	\$ 0.48 per page
Administrative Time	\$ 15.00 per hour
Compact Disc	\$ 10.00 per disc
Mailing Charges	JTA Cost * based on location *

5. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance by JTA personnel, the requestor will be charged a special service fee which is reasonable and is based on the cost incurred for the extensive use of such resources or labor in furnishing or copying the information requested. The special service charge applies to requests for both inspection and copies of public records. Payment must be received before the records are copied.



JACKSONVILLE
TRANSPORTATION
AUTHORITY

6. Requestors must pay for copies prior to receiving them. Payment may be submitted by check (payable to JTA), money order, cash, or credit card to Jacksonville Transportation Authority (JTA) and send to JTA Administrative Office, 100 N. Myrtle Ave, Jacksonville, Florida 32204, Attention: Public Records Custodian.

7. Florida law requires agencies to furnish public records in the format requested if they already exist in that format. Therefore, records that exist in paper format will be provided in paper format and records that exist in electronic format will be provided in electronic format.

8. If your request is to review records, rather than receive copies, JTA will notify you once the records are gathered, and an appointment will be made with you for review at JTA business offices during normal business hours.

9. For further clarification please refer to the Florida Public Records Law (Florida Statutes, Section 119.01 et seq.) and visit the JTA's website – www.jtafla.com. Information and forms for public records requests can be viewed by clicking 'About Us' from the home page and then selecting 'Public Records Requests.'