



VILLAGE OF PALMETTO BAY
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157
(305) 259-1234 Fax: (305) 259-1290

REQUEST FOR PUBLIC RECORDS

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 7-6-17
NAME: Marsha Matson
COMPANY: _____
ADDRESS: _____
PHONE: _____ FAX: _____
EMAIL: x4m2h5@gmail.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

* Please see attached e-mail
for description of request.

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2017-134
DATE FORWARDED: _____ ASSIGNED DEPT: _____
DATE REQUEST FILLED: _____ NUMBER OF COPIES: _____
ESTIMATED TIME (IF APPLICABLE): _____ ESTIMATED COST: _____
HOW WAS REQUEST FILLED? _____
IF NOT FILLED, REASON: _____
BY: _____

Melissa Dodge

From: Missy Arocha
Sent: Thursday, July 06, 2017 10:16 AM
To: Marsha Matson
Cc: Melissa Dodge
Subject: RE: Public Records Request #2017-134

Good morning Ms. Matson:

This email to confirm that the Clerk's office is in receipt of your request and logged as Public Records Request No. 2017-134.

The Village Clerk's office will forward your request to Administration. Administration will assign the request to the appropriate Village Department that may have records responsive to your request. Upon receipt of the information, the Village Clerk's Office will contact you.

If there is a cost involved with your request, a cost estimate will be provided to you.

Respectfully,

Missy Arocha, Village Clerk
Village of Palmetto Bay
(305) 259-1234



Think before you print

Please Note: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Marsha Matson [<mailto:x4m2h5@gmail.com>]
Sent: Thursday, July 06, 2017 10:11 AM
To: Missy Arocha
Subject: Public records request

I request the final version of the parks survey which was administered electronically by the village at a kiosk at the July 4, 2017 event at Village Hall parking lot. Also, I would like the results of the parks survey. I wish to view the survey and results, not have them copied on paper for a charge. I would appreciate an estimate of the least expensive cost of my viewing them. Please send it to me at my email if there is a minimal or no charge. Marsha Matson