

**MIAMI-DADE EXPRESSWAY AUTHORITY
PUBLIC RECORDS PROCEDURES**

What is a Public Records Request?

Under Chapter 119 of the Florida Statutes, the public is entitled to access to all public records except documents meeting any of the thirty-four exemptions identified under section 119.07 (03). According to section 119.011 (1) of the Florida Statutes, a public record is defined as:

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance of in connection with the transaction of official business by any agency.

Additional items considered public records include:

- E-mails
- Salary records
- Travel itineraries

How do I request information?

Requests can be made by submitting a completed [Public Records Request Form](#) to the Public Communications Department via mail, e-mail, telephone, facsimile or hand delivery. Individuals seeking public records will be contacted once the request has been processed. The requested information will be provided in a reasonable period of time under normal conditions and in accordance with applicable law, unless such information is considered under the law to be confidential or exempt from public records disclosure. If the requested documents are exempt from public records disclosure, the requestor will be notified immediately. If time constraints prevent the replication and distribution of the requested material within the specified time frame, the requestor will be contacted and informed of the progress of the request.

Public Records Request should be sent or emailed to publiccomm@mdxway.com

Miami-Dade Expressway Authority (MDX)
Public Communications Department
3790 NW 21st Street
Miami, Fl 33142
(305) 637-3277 ext 2209

How much does it cost?

If the requestor prefers a copy of the desired documents, a reproduction fee of \$.15 cents per page will be applied for single-sided documents (8 ½ x 11 or 8 ½ x 14) and \$.20 if the printed material is double-sided. Materials may be provided on CD-R for a standard cost of \$15.00 each. In addition to the copying fees, postage must also be paid if materials are to be mailed. Payment is required upon pickup or, if the requestor prefers to receive the documents by mail, prior to shipping. In addition to the copying and postage fees, a special service charge will apply when the time it takes staff to respond to the public records request exceeds one hour. Staff time will be based on prorated hourly salary rates. Special service charges are intended to cover all personnel costs incurred in responding to a public records request.

For large, single documents not covered above (i.e. blueprints, maps, plans, etc.) the charge shall be the actual cost to the Authority for outside reproduction.

Can I view documents at the Authority's office?

Yes, in lieu of copied information being mailed or picked up, it may be inspected by any person desiring to do so, at any reasonable time, under reasonable conditions, at the Authority's administrative office. Special service charges, described above, will apply to on-site document viewing. Requests should follow the procedure outlined above and allow a reasonable amount of time for compilation of the requested information. Appointments need to be made prior to arrival for inspection of the requested information.