

**Cost Recovery Litigation Records Center
Civil Environmental Engineering Division
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Public Record Access Protocol

In accordance with Chapter 119, Florida Statutes, the Miami-Dade County Aviation Department (MDAD) has developed the following protocol to facilitate public access to documents of record related to environmental response activities at Miami International Airport.

Chapter 119.07(a) states that "Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee." The custodian of the public record for the Environmental Engineering Division (EED) of MDAD is the manager of the division, Pedro Hernandez, P.E., who has sole responsibility for determining which documentation, if any, is exempt from disclosure (e.g. due to pending litigation) and what constitutes "reasonable time" and "reasonable conditions" for access thereto. In addition, MDAD is authorized by Chapter 119 to require payment of copying charges as well as personnel charges incurred by MDAD in connection with the review. Please refer to Chapter 119, Florida Statutes for further detail.

Persons wishing to review the public record are required to abide by the following procedure:

1. Fill out the Records Request Form (RRF), which is available on the MDAD website, by mail or by fax. You may request a copy by calling 305-869-1513. Provide as much information as possible concerning the documents you wish to review: site name, keyword, building number, facility identification number, document title, date of publication, etc. Fax the completed RRF to 305-876-0239 or mail it to the address above. Please include a daytime phone number and an e-mail address.
2. You will be contacted by phone and by e-mail with an appointment. The amount of time required to respond to your request, and the date and length of time of the appointment, will depend on the factors discussed above. Confirmation of the appointment is requested. If you are unable to keep the appointment, please call 305-869-1513 and your appointment will be rescheduled.
3. At your appointed date and time, please sign in at the reception desk at MDAD Environmental Engineering (or other MDAD document repository, as directed). A staff member will give you the files and escort you to a review room. At the discretion of the custodian, his designee may supervise your review of the public record.
4. Documents and files may not be removed from the premises. Charges for copying done internally (for up to 20 pages) will be at the following rates: 15 cents per one-sided or 20 cents per two-sided black-and-white copy for letter- and legal-size documents. The fees for bulk copying (in excess of 20 pages) and copying of oversized documents will be charged ac-

ording to the number and the sizes of pages. If MDAD determines that copying must be done externally, MDAD will use a County-approved vendor; costs for external copying may exceed the cost of copying done internally. Administrative costs, *e.g.*, hourly rates for support personnel, may be added at MDAD's discretion. Please see the receptionist or the custodian's designee for details and to make arrangements.

5. Please return documents and files to the receptionist or to the custodian's designee.

The determination of reasonable time and conditions for the review will be based on ensuring both that the public has access to the administrative record and that such access does not interfere with the work load, obligations and responsibilities of the EED and its staff. Therefore, the time required to determine whether the requested documents are part of the public record, the date and time allotted for review of that record, and the place designated for the review, will be made on a case by case basis and will depend, in part, on the number of documents requested, the availability of the documents, the availability of space to accommodate a review of that public record, and the availability of Mr. Hernandez's designee to supervise the review of that record. Requests for review of the public record should specify particular documents or particular environmental response actions. Reviews of the public record shall be arranged during normal business hours. No part of the public record may be removed from the supervision of the custodian or the custodian's designee.