



# City of Hialeah Gardens

City Clerk's Office

Request for Public Records

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016

Telephone (305) 558-4114 Facsimile (305) 819-5315

[www.cityofhialeahgardens.com](http://www.cityofhialeahgardens.com)

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**TO: All Interested Parties**

**FROM: Maria L. Joffe, City Clerk**

**RE: Public Records Requests**

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Please be advised of the following guidelines regarding public records requests:

- All requests for public records should be made through the Clerk's Office.
- Request forms will be provided to ensure information requested is accurate.
- Appointments should be made in advance with the Clerk's Office for viewing of public records.
- A schedule of fees for duplication of documents is on file in the Clerk's office.
- We do not accept requests that require analyzing, summarizing or generating new documents by compiling data contained in existing files.
- Requests for public records will be provided within a reasonable amount of time in accordance with resources available and the specific nature of the request.