

# POLK COUNTY PROPERTY APPRAISER PUBLIC RECORDS CUSTODIAN

**The custodian of public records for the Polk County Property Appraiser's Office is Srinikommini (Taxroll Oversight). All public record requests should be sent to:**

Polk County Property Appraiser                      -- OR --                      [pataxroll@polk-county.net](mailto:pataxroll@polk-county.net)  
Attn: Public Records Custodian  
255 N Wilson Avenue  
Bartow, FL 33830

## **PUBLIC RECORDS PROCESS**

The process for completing a public records request involves: 1) a review to determine what public records, if any, exist which are responsive to the request; 2) a determination of whether any responsive records may be exempt from disclosure; and 3) analysis to determine the method of collection/retrieval of the requested records.

Ordinarily, our office does not exceed ten (10) business days to complete a public records request.

## **PUBLIC RECORDS NOTICE**

The Public Records Act does not contain a specific time limit (such as 24 hours or 30 days) for compliance with public records requests. The standard is the limited reasonable time allowed to retrieve the record(s) and remove those records that are exempt. 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 Property Appraiser personnel, charges may be assessed, which are to be reasonable and based on the cost incurred for the extensive use of such resources of labor in furnishing or copying the information requested. The Public Records Act is fully outlined in Florida Statute Chapter 119 at the following link: <http://www.leg.state.fl.us/Statutes>

## **DATA DISCLAIMER**

The Polk County Property Appraiser makes every effort to produce and publish the most current and accurate information possible. The Property Appraiser's Office assumes no responsibility for errors in the information and does not guarantee that the data is free from errors or inaccuracies. Similarly, the Property Appraiser's Office assumes no responsibility for the consequences of inappropriate uses or interpretations of the data. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Confidential information is redacted per [FS 119.071](#) unless the request is from a governmental agency that is authorized to have access to confidential data in furtherance of statutory duties. The initial request for confidentiality made to the Property Appraiser's Office follows the records when they are relayed to the requestor. Utilization of the data provided indicates understanding and acceptance of this statement by the user.