

FEE SCHEDULE FOR DOCUMENTS PRODUCED UNDER THE OPEN RECORDS ACT

Documentation that is not privileged, confidential, or exempt from the Oklahoma Open Records Act is available for inspection under appropriate supervision during regular business hours.

- **Multiple Requests:** If multiple requestors are present, some may need to wait until an employee is available to oversee their Open Records Request.
- **Original Records:** May be inspected but cannot be removed or modified in any way.

Copies of records will be provided upon request and pre-payment of the charges listed below. If the exact amount of charges is unknown, an estimate will be provided, and the final payment will be adjusted upon completion.

Type of Record

1. **Paper Reproduction**
 - a. Legal size or smaller (8 1/2 x 14 or smaller): **\$0.25 per page**
 - b. Ledger size (11 x 17): **\$0.50 per page**
 - c. Certified Copy: **\$1.00 per page**
 - d. Larger than 11 x 17, microfilm, photographic paper, or specialty paper: **Direct cost of reproduction**
2. **Audio Cassette Reproduction: Direct cost of media**
3. **CD or DVD Reproduction: \$1.00 per disc**
4. **Electronic Records Retrieval and Production:**
 - Actual cost of specialty storage media and labor*

Additional Information

- The Board of County Commissioners may charge reasonable fees to recover direct costs for Open Records Requests made for commercial purposes or requests that would significantly disrupt essential county functions.
- *If producing electronic records requires separating privileged or confidential information, labor costs will include attorney review fees to ensure compliance.

Christina Talburt

County Clerk
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REQUEST FOR COPYING/INSPECTING OF COUNTY PUBLIC RECORDS

Date: _____

Name of County Department: _____

Name of Requestor: _____

Telephone Number: _____

Employer of Requestor (if applicable): _____

Address: _____

Description of Records Requested:

This request is made for: *(Fill out one)*

- **Business Need:** _____
- **Personal Need:** _____

By signing this form, I acknowledge that state law authorizes a fee for copying public records.

Signature of Requestor: _____

Title or Business Identity: _____

Reason for Fee Waiver & Name of Exempt Organization: _____

Oklahoma Open Records Act Notice

Pursuant to 51 O.S. § 24A.3 (OSCN 2025) of the Oklahoma Open Records Act, public records are defined as documents created, received, or maintained by public bodies or officials in connection with public business, the expenditure of funds, or the administration of property.

Records available for public access do not include computer software or personal effects. Inspections and copies of non-exempt records are permitted during regular business hours, subject to the applicable fees listed below.

For further details about the Act, go to www.oscn.net Cited as: 51 O.S. § 24A.3 (OSCN 2025), Oklahoma Open Records Act or visit <https://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=440285>

Internal Use Only

Request Date: _____

Search Fee Charged: Yes No

Search Time: _____

Request Time: _____

Total Charges: _____

Charges Paid: _____

Notes: _____

Internal Reference Number: _____