



Policies and Procedures
Open Record Policy and Fee Schedule

Effective Date of Policy: 4-4-2016	Next Scheduled Review: 1/2/2022
Last Reviewed: 4-4-2016	Policy Number: OCC-15 (2021)
Date Policy Last Revised: 2005	Replaces Policy Number:
Approved: 4-4-2016	Approval Date: 4-4-2016

Reference: [51 O.S. §§ 24A.1-24A.29.](#)

A. Open Record Procedure

The Commission is bound by the requirements of the Oklahoma Open Records Act contained in [51 O.S. §§ 24A.1-24A.29.](#) Any person may request records from the Commission. The requester may use the Commission's [Open Records Act Request Form](#) or they can send in a request in writing (fax, email, letter...). All requests must contain the following information:

- Name
- Date
- Mailing address and/or email address
- Telephone number
- Specific information on the records being requested

Persons wishing to review the files at the Commission Office will need to arrange a time to do so with the Commission. The Commission shall make the files available during customary office hours which are 8:00 am to 4:30 pm, Monday through Friday, except legal holidays. The Commission will also designate a Commission staff person to assist the requester and supervise the records. The requester must sign a [Record Review Form](#) that states that the requesting party will not rearrange, alter, destroy, or remove any materials provided for inspection and/or copying. A requester may take notes, bring tape recording devices, take pictures of non-confidential records, and bring a portable computer, but outside photocopiers are not allowed.

B. Commission Open Record Administrator

Any employee of the Commission that receives an open record request shall forward the request to the General Counsel's Office. The General Counsel shall work with the division(s) to appropriately respond to the request.

C. Fee Schedule

Photocopying: The fee for copying letter or legal sized paper is \$0.25 per page. The fee for 11 x 17 paper is \$0.50 per page.

Exceptions: (1) **Small Requests.** If the total fee for copying and postage is \$5.00 or less, there will be no charge.

(2) **Statutes and Rules.** There will be no charge for copying statutes and rules.

- Certified Copy:** The fee for a certified copy of a document is \$1.00 per document.
- Photos/Maps/Other:** The fee for printed photographs, maps, plats, and other technical documents is \$0.50 per sf black & white and \$2.00 per sf color.
- Search Fee:** When the request is solely for commercial purpose or clearly would cause excessive disruption of the Commission's essential functions, the Document(s) search fee is as follows:
- (1) 0 - 30 minutes, no charge.
 - (2) Every subsequent 30 - minute increment or portion thereof, \$15.00 - Non-prorated
- Postage:** The charge for mailing shall be the actual cost of the postage or the actual cost of an alternative form of delivery, for example overnight private carrier.
- Computer Disks:** The fee for copying information onto a computer disk shall be \$5.00.
- Outsourced Service:** The Commission may at the agency's discretion and with notice to the requester use a professional copy service or other outsourced service. In those cases, the fee will be the actual cost charged by the service.
- Other Media:** The fee for other electronic media (e.g. external USB hard drive) will be provided at cost.
- Specialized Expertise:** If a particular request requires the services of a programmer and/or GIS Specialist to satisfy the request, the Commission will charge for that time at an hourly rate based on the individual performing the task, prorated to the nearest half hour.
- Accepted Payment:** The Commission will accept a check or money order for these open record fees. Any other form of payment would need to be approved by the Executive Director or designee.