Policies and Procedures

Open Record Policy and Fee Schedule

Effective Date of Policy: 4-4-2016	Next Scheduled Review: 4/2/2028
Last Reviewed: 3-24-2026	Policy Number: OCC-15 (2026)
Date Policy Last Revised: 2026	Replaces Policy Number:
Approved By: Commission	Approval Date: 4-6-2026

Reference: *51 O.S. §§ 24A.1-24A.29.*

A. PURPOSE

This policy establishes a consistent procedure and fee schedule for responding to open records requests in accordance with the Oklahoma Open Records Act. The Commission seeks to ensure transparency and public access to records while balancing the responsible use of agency resources.

B. OPEN RECORD PROCEDURE

The Commission complies with all applicable provisions of the Oklahoma Open Records Act contained in *51 O.S. §§ 24A.1-24A.29.* Any person may request access to records maintained by the Commission.

Requests may be submitted using the Commission's Open Records Request Form or in writing (including email, fax, or letter). To facilitate a timely response, requests should include:

- Name of requester
- Date of request
- Mailing address and/or email address
- Telephone number
- All clear and specific description of the records requested

Requests to inspect records in person must be scheduled in advance. Records will be made available during regular business hours (8:00 a.m. to 4:30 p.m., Monday through Friday, excluding state holidays).

A Commission staff member will be designated to assist and supervise all record inspections. Prior to inspection, the requester must sign a *Record Review Form* acknowledging that materials will not be altered, removed, or destroyed.

Requesters may take notes, use personal devices (including cameras and laptops), and photograph non-confidential records. Personal copying equipment is not permitted.

C. OPEN RECORD ADMINISTRATOR

All open records requests received by Commission staff shall be promptly forwarded to the Office of General Counsel. The General Counsel, in coordination with appropriate divisions, will review and process requests in accordance with applicable law.

D. FEE SCHEDULE

1. Copying Fees

Black and White Copies/Scans

- Letter or legal sized: $0.25 per page.
- 11" x 17": $0.50 per page

Color Copies and Scans

- Letter or legal size: $0.50 per page
- The fee for 11 x 17: $0.75 per page

2. Exceptions

- **Small Requests.** If the total fee for copying and postage is $5.00 or less, there will be no charge.
- **Statutes and Rules.** No charge for copying and scanning statutes and rules.

3. Certified Copies

- $1.00 per page for certified copies (physical or electronic)

4. Photographs, Maps, and Specialized Documents

- Black and white: $0.50 per page
- Color: $2.00 per page
- Oversized or specialized reproductions: actual cost of reproduction

5. Search and Retrieval Fees

In accordance with state law, search and retrieval fees may be charged when:

- The request is for a commercial purpose; or
- The request would clearly cause excessive disruption of the Commission's essential functions

Fees are assessed as follows:

- First 30 minutes: No charge
- Thereafter: $27.50 per half-hour increment (non-prorated), equivalent to $55.00 per hour

6. Postage and Delivery

Postage and shipping costs will be charged at actual cost, including any special delivery services requested.

7. Storage Media

- Records provided on physical media (e.g., flash drive, disk) will be charged at actual cost
- The Commission will not accept storage devices from requesters due to security concerns

8. Outsourced Services

The Commission may, at its discretion, utilize a third-party vendor for copying or reproduction. In such cases, the requester will be charged the actual cost billed to the Commission.

9. Specialized Expertise

If fulfilling a request requires specialized services (e.g., legal review and redaction, programming, GIS analysis), fees may be charged based on the hourly rate of the staff performing the work, prorated to the nearest half hour.

E. PAYMENT

1. Accepted Forms of Payment

Payment shall be made by check or money order unless otherwise approved by the Executive Director or designee.

2. Estimate and Prepayment

- The Commission will provide a good-faith estimate of costs prior to fulfilling a request that requires significant staff time or resources.
- If estimated costs exceed $200.00, prepayment will be required before work begins.

3. Final Billing

- If actual costs are less than the prepaid amount, a refund will be issued.
- If costs exceed the estimate, the requester will be notified and must approve additional charges prior to completion.
- An itemized invoice/receipt will be provided upon fulfillment of the request.