

APPENDIX A

PUBLIC NOTICE OF CHARGES FOR REPRODUCTION OF CITY RECORDS PURSUANT TO OPEN RECORDS POLICY OF CITY OF TULSA

Except as otherwise provided by law, the following schedule of charges shall apply to records requests pursuant to the open records policy of the City of Tulsa and in compliance with Oklahoma's Open Records Act, Title 51 Oklahoma Statutes, Sections 24A.1 and following. This schedule of charges is posted in the public access area of the City Clerk's office, 2nd Floor of City Hall, and in the County Clerk's office. The type of record provided is at City's discretion. Payment of fees in advance of production may be required.

<u>Type of Record Provided</u>	
1.	Paper Reproduction
	a. Legal sized or smaller (8½ x 14 or smaller) \$0.25 per page
	b. Ledger sized (11 x 17) \$0.50 per page
	c. Certified Copy \$1.00 per page
	d. Paper larger than 11 x 17, microfilm, photographic paper or other specialty papers Direct cost of reproduction
2.	Audio Cassette \$6.00
3.	CD or DVD \$6.00
4.	Any Other Media (flash or thumb drive, external hard drive, memory card, or other specialty media) Direct cost of media
Production Fees	
1.	Direct Cost of Record Search and Copying (only as approved by Records Manager). Assessed for commercial requests or requests that result in excessive disruption of the essential functions of the public body. \$30 per hour / \$7.50 per ¼ hour
2.	Delivery (Mail, Email, FTP, etc.) Direct cost