



OKLAHOMA

Tourism & Recreation

The Oklahoma Tourism & Recreation Department (OTRD), in accordance with the Oklahoma Open Records Act, 51 O.S. §§ 24A.1 *et seq.*, may assess the cost of copying, certifying, and/or reproducing records which are available for public inspection and are not confidential under state or federal law.

OTRD may charge a fee for recovery of the reasonable, direct costs of record copying or mechanical reproduction.

Fee Schedule for Costs of Reproduction

1. \$0.25 per page for photocopies of records up to 8.5" x 14" or smaller
2. \$1.00 per page for certified copies
3. Actual cost of mechanical storage devices used to transmit records (CD, DVD, USB, or external hard drive)
4. Actual cost of any shipping and handling

OTRD reserves the right to recover the actual cost of record search and copying, including labor, if the information requested is not readily available or requires an extended amount of time to retrieve. If you submit a request that is subject to additional recovery costs, you will be provided with an estimate before work begins.

Fee Schedule for Requests to Additional Recovery Costs

1. \$40 per hour fee for requests causing excessive disruption of office functions. (OTRD defines "excessive disruption" as a request requiring more than eight (8) hours of actual employee work time to compile.)
2. \$50 per hour when computer programming is required on a customized request.
3. \$85 per hour fee when additional legal support is required.

All fees must be paid by check or money order, payable to OTRD, before the documents are provided.

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FILED IN OFFICE
Oklahoma County Clerk

AUG 01 2024


Deputy