

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

Pursuant to the open records policy of the City of Tulsa which implements as City policy the provisions of Oklahoma's Open Records Act (Okla. Stat., tit. 51, § 24A.1, et seq.), the following schedule of charges is posted in the public access area of the City Clerk's office, Room 915 of City Hall, and in the County Clerk's office of Tulsa County, Oklahoma.

<u>Type of Request</u>	<u>Cost</u>
1. Photo copier	\$.20 each page
2. Microfilm (16mm) duplication	\$ 7.55 per 100 ft. roll
3. Blue line copies of engineering drawings, designs, etc.	\$.10 per sq. ft.
4. Computer generated records/reports	\$.25 each page, plus any directly incurred costs*
5. Magnetic tape and contents	\$ 35.00
6. Audio cassette tape recordings	\$ 5.00 per 60 min. cassette
7. Photographs	actual cost to City for reprinting/copying
8. Video Recordings (VCR)	\$ 7.50 per T120
9. Document Search Fee	\$ 8.00 per hour **

* Many City computer records are maintained in computer file server systems which are maintained by City's Telecommunications Department pursuant to support agreements with individual City public bodies. Accessing an "off-line" computer record at the request of a system user can result in an expense to the City. The actual cost of this bill, if incurred solely incident to a records request, represents a "direct cost" which is properly payable by the person presenting a request for such record. The amount of this cost will vary depending upon the scope of the document request.

** Oklahoma's Open Records Act, at Section 24A.5(3), establishes explicit restrictions upon the assessment of this cost. **Contact the Office of the City Attorney before assessing this cost.**

**To request to inspect records or to pay for copies of records, see
the following Departmental Record Custodian(s):**