

CLERK  
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**FEE SCHEDULE OF TULSA COMMUNITY COLLEGE  
FOR OPEN RECORDS ACT REQUESTS**

Tulsa Community College (the "College") establishes the following fees relating to requests for records under the Oklahoma Open Records Act (the "Act").

1. **Fees for Copying, Reproducing or Certifying:** The College, when permitted by the Act, will charge the following fees for copying, reproducing or certifying records:

- (a) Twenty-five cents (\$0.25) per page for documents having the dimensions of eight and one-half (8-1/2) by fourteen (14) inches or smaller.
- (b) One Dollar (\$1.00) per copied page for a certified copy.
- (c) The fee for all other records shall be the direct cost of the copying or mechanical reproduction of the record.

2. **Search Fee:** If the request for the document copying and or mechanical reproduction is solely for commercial purpose or clearly would cause excessive disruption of the essential functions of the College, then in addition to the above fee, there shall also be charged a document search fee as follows:

- (a) If it is necessary to search the College's records in order to locate the records requested, a reasonable fee to recover the direct cost of the record search, and, if necessary, for time spent reviewing or redacting records prior to production, may be charged. In most cases, the minimum rate of \$25.00 per hour will apply. However, a higher rate might apply if the subject matter of the request merits a higher level of review. The direct cost shall include, but not be limited to, the total cost of the individual's or individuals' time involved in the record search and reviewing and redacting, including but not limited to base salary, all benefits, taxes, burdens and pension costs.
- (b) A document search fee shall not be charged when the release of said documents is in the public interest, including, but not limited to, release to the news media, scholars, authors, and taxpayers seeking to determine whether those entrusted with the affairs of government are honestly, faithfully, and competently performing their duties as public servants, unless authorized by law.

3. **Payment of Fees:** Upon request for copies of records, an estimate of the charges that may reasonably accrue will be calculated and provided to the person requesting the information. The final cost may be more or less than the estimate. If the person making the request for copies cancels the copying request or if the actual time or number of copies produced is less than the estimate, the charge will be decreased accordingly. A cost deposit may be required for search fee or copying fees prior to processing the request. If the person making the original request asks for other material that requires additional time or copies, the actual cost will be increased accordingly. The final cost must be paid in full before the information is released.