

Tulsa Public Schools
Open Records Act – Public's Right to Know

**FEE SCHEDULE
FOR
COPIES OF TULSA PUBLIC SCHOOLS RECORDS**

Upon request for copies of public school records, an estimate of the charges that may reasonably accrue will be calculated and provided to the person requesting the information.

Fees for copies are based on the following schedule:

- Twenty-five cents (\$.25) per page per 8 1/2" x 11" sheet (single or double-sided).
- Twenty-five cents (\$.25) per page for copies enlarged or reduced from a document.
- Bound and printed documents will be charged per printing cost.

If the request is solely for a commercial purpose, or clearly would cause excessive disruption of the School District's essential functions, an additional search fee of \$12.00 per hour for clerical staff and/or \$30.00 per hour for administrative staff will be charged. Under most circumstances, no search fee will be charged when release of the 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 persons entrusted with the affairs of the School District are honestly, faithfully and competently performing their duties as public servants.

The foregoing exemption from a search fee does not apply when the request is or will cause excessive disruption to the School District's essential functions.

The final cost may be more or less than the estimate. If the person making the request for copies aborts 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.

[Signature]
Records Access Officer

11/3/09
Date

Filed at Tulsa County Clerk's Office:

2009 NOV 9 PM 4:39
Date

STATE OF OKLAHOMA
TULSA COUNTY
RECEIVED