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OPEN RECORDS ACT FEE SCHEDULE

The Oklahoma City Public Schools District (OKCPS) complies with the Oklahoma Open Records Act. OKCPS records are available for public viewing and copying, except for records that are confidential under state and federal laws. If the requester selects to inspect documents under the Open Records Act, the documents must be kept in the order in which they were provided. Use of writing instruments while reviewing District documents is prohibited. Requester must designate the records to be copied with the use of paper markers, post-it notes, or other non-destructive means.

AN OPEN RECORDS REQUEST FOR HIGH SCHOOL TRANSCRIPTS AND JOB VACANCIES IS NOT REQUIRED. Please refer to the Student Services page for high school transcript information and the Human Resources page for job vacancy information. Requests for employment verification should be e-mailed directly to verify@okcps.org.

COPIES

Printed (Not to Exceed 8.5 x 14).....	\$0.25 per page
Scanned Pages.....	\$0.10 per page
Certified Copy.....	\$1.00 per page
Flash Drive	Actual Cost + \$5.00
Postage or Shipping	Actual Cost

OKCPS does not accept flash drives or other external storage devices provided by requesters in order to protect District IT systems.

For requests that OKCPS determines are for a commercial purpose or that would clearly cause excessive disruption of OKCPS's essential functions, OKCPS may charge a reasonable fee to recover the direct cost of record search, review, redaction, and copying. Hourly rates will be billed in quarter-hour increments.

SEARCH FEE

Clerk/Legal Assistant.....	\$50.00 per hour
Attorney	\$80.00 per hour

A minimum search fee of \$50.00 will be charged for requests for a commercial purpose or requests that are so large they would clearly cause excessive disruption of OKCPS's essential functions.

When the estimated total fee is \$75.00 or greater, or when the requester has outstanding fees from previous requests, pre-payment will be required before beginning or continuing work on a request.

For requests with estimated fees below \$75.00 and no outstanding prior fees, payment of actual fees assessed under this schedule must be made before responsive documents are provided.

LEGAL REVIEW & REDACTION FEE

Clerk/Legal Assistant.	\$50.00 per hour
Attorney	\$80.00 per hour

NOTE: All fees for copies and delivery costs must be paid by check or money order before documents are provided. Payments may be made and delivered to:

Office of Legal Services
Attn: Open Records
P.O. Box 36609
Oklahoma City, Oklahoma 73136