

Records Policy and Fee Schedule

City of Del City, Oklahoma

The City of Del City complies in all respects with Oklahoma State Statutes, Title 51, §§24A.1-29, known as the "Open Records Act".

Title 51 Okla. Statutes §24.5. Inspection, copying and/or mechanical reproduction of records.

All records of public bodies and officials shall be open to any person for inspection, copying, and/or mechanical reproduction during regular business hours, unless exempted by law.

In accordance with the Open Records Act and/or resolutions of the City of Del City, the following fee schedule is established.

1. No Fee. Where a request has been made for records, the search for said records takes thirty (30) minutes or less and is handled by either clerical staff or intermediate supervisor staff, or where the request returns a result often (10) hard-copy 8 1/2" x 14" sized pages or less, then no fee shall be charged.
2. A copying fee of no more than \$0.25 per page of each page of the results of a request and wherein the pages are 8 1/2" x 14" or less, for each separate page shall be charged for photocopying an open public record, such fee to cover the cost of labor, materials and equipment. A \$1.00 per page shall be charged for certified copies. Copies of documents that are larger than 8 1/2" x 14" shall be charged as follows:

TYPE	SIZE	COLOR	BLACK AND WHITE
Image/aerial photo ¹	11" X 17"	\$5.41	\$2.79
Image/aerial photo ¹	24" X 38"	\$11.81	\$6.08
Line drawing ²	11" X 17"	\$1.62	\$0.52
Line drawing ²	24" X 38"	\$3.54	\$1.22
¹ "Image/aerial photo" includes but is not limited to zoning maps, subdivision maps, and aerial photos.			
² "Line drawing" includes but is not limited to engineering plans, atlas sheets, and contour maps.			

3. Fee for Mechanical Reproduction. For copying any open public record which cannot be reproduced by photocopying, such as a computer printout or file, a blueprint, a CD or audio tape, the requestor shall be charged the actual cost to the City, including the cost of labor, materials and equipment.
4. Search Fee. A search fee shall be charged to the requestor who is using the record solely for a commercial purpose or when the request would clearly cause excessive disruption of essential functions of the public body.

The search fee assessed will be for the direct cost of record search and reproduction, calculated in one-half hour increments (i.e. a search project that takes thirty-one or more minutes to complete will be billed at the one-hour rate). This includes labor and materials. The labor costs will be determined by the rate of pay of the staff member responding to the request.

- a. Clerical personnel - is \$25.00 per half hour
- b. Intermediate Supervisor personnel – is \$30.00 per half hour
- c. Professional/Mid-Management Staff personnel – is \$40.00 per half hour
- d. Management personnel – is \$50.00 per half hour

The fee charged to process open records requests is meant only to recover the costs to the City's taxpayers. While the City must protect the integrity and organization of its records and prevent excessive disruptions of its essential functions, please be assured that City staff will do their best to provide prompt, reasonable access to the City's records.