

CITY OF GLENPOOL

COPY FEE SCHEDULE

Pursuant to Title 51, Oklahoma Statutes § 24A.5, and subject to review by the City Attorney, the City of Glenpool makes all records of public bodies and public officials open to any person for inspection, copying or mechanical reproduction during regular business hours, unless otherwise exempt by statute.

Pursuant to Title 51, Oklahoma Statutes § 24A.5, ¶ 3, the City of Glenpool shall charge the following fees for recovery of reasonable, direct costs:

\$.25 per page for 8 ½" x 14" or smaller

\$1.00 per page for certified copy

A reasonable search fee of **\$15.00 per hour**, consisting of staff and administrative charges **may** be required for extensive compilation of responses to records and/or the monitored inspection of public records, if either is in excess of one hour and it is clearly determined by the records custodian that excessive disruption of the essential functions of the public body will result from meeting the request.

Any estimated copy charge and/or search fee, if imposed, exceeding **\$5.00** must be **paid in advance** as a deposit, with an adjustment to be made for actual charges or fees.

The City of Glenpool will make every attempt to respond promptly to each request. However, in order to preserve City staff operations and to allow for retrieval, collection, copying and production, the City reserves a **minimum of three days** to meet requests. The requesting party will be notified when records are ready.

A completed Request for Inspection or Copying of Public Records form must be submitted with each request. The form may be obtained from the records custodian.

The opportunity to request public records of the City of Glenpool is available for public access Monday through Friday during regular office hours, not including City Holidays.