

OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA
EXECUTIVE ORDER NO. 2013- 01

AN EXECUTIVE ORDER ESTABLISHING FEES FOR RECORDS;
SUPERSEDING PUBLIC NOTICE OF CHARGES FOR REPRODUCTION
CONTAINED IN APPENDIX A TO EXECUTIVE ORDER NO. 95-04.

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. Purpose. This Executive Order supersedes the Public Notice of Charges for Reproduction contained in Appendix A to Executive Order No. 95-04 – Public Notice of Charges for Reproduction of City Records Pursuant to Open Records Policy of City of Tulsa.

Section 2. Fees for Records. This Executive Order establishes and adopts the schedule of Open Record Act fees appearing as Appendix A.

The Records Custodian shall assess a fee for records requests pursuant to the open records policy of the City of Tulsa and in compliance with Oklahoma's Open Records Act, Title 51 Oklahoma Statutes, Sections 24A.1 and following. Fees will apply to the type of record provided and the related production costs.

A copy of this fee schedule shall be posted in the City Clerk's office and County Clerk's office.

Section 3. Effective Date. This Executive Order shall take effect immediately upon signature by the Mayor.

Dated this 26th day of February, 2013.



Dewey F. Bartlett, Jr.
Dewey F. Bartlett, Jr., Mayor

ATTEST:

Russell Kill

DEPUTY City Clerk

APPROVED:

David M. Miller
City Attorney

APPENDIX A

PUBLIC NOTICE OF CHARGES FOR REPRODUCTION OF CITY RECORDS PURSUANT TO OPEN RECORDS POLICY OF CITY OF TULSA

Except as otherwise provided by law, the following schedule of charges shall apply to records requests pursuant to the open records policy of the City of Tulsa and in compliance with Oklahoma's Open Records Act, Title 51 Oklahoma Statutes, Sections 24A.1 and following. This schedule of charges is posted in the public access area of the City Clerk's office, 2nd Floor of City Hall, and in the County Clerk's office. The type of record provided is at City's discretion. Payment of fees in advance of production may be required.

<u>Type of Record Provided</u>	
1.	Paper Reproduction
	a. Legal sized or smaller (8½ x 14 or smaller) \$0.25 per page
	b. Ledger sized (11 x 17) \$0.50 per page
	c. Certified Copy \$1.00 per page
	d. Paper larger than 11 x 17, microfilm, photographic paper or other specialty papers Direct cost of reproduction
2.	Audio Cassette \$6.00
3.	CD or DVD \$6.00
4.	Any Other Media (flash or thumb drive, external hard drive, memory card, or other specialty media) Direct cost of media
<u>Production Fees</u>	
1.	Direct Cost of Record Search and Copying (only as approved by Records Manager). Assessed for commercial requests or requests that result in excessive disruption of the essential functions of the public body. \$30 per hour / \$7.50 per ¼ hour
2.	Delivery (Mail, Email, FTP, etc.) Direct cost