

Central Oklahoma Transportation and Parking Authority

**Oklahoma Open Records Act Requests
Procedures and List of Fees Effective July 1, 2011**

The Central Oklahoma Transportation and Parking Authority recognizes and supports the right of the public body to be fully informed about their government and desires to comply with the Oklahoma Open Records Act, codified as 51 O.S. §§ 24 A.1.et seq., while simultaneously protecting the privileges, exceptions and rights of all persons identified, named and/or otherwise involved in such records, including without limitation, the privacy interests of individuals and/or all State, Federal and/or other recognized confidential information and privileges are protected. Moreover, this schedule of fees is applicable to all records released by the Central Oklahoma Transportation and Parking Authority unless otherwise provided by law. All requests for open records will be made directly to the Administrator’s Office.

Photocopy of public document

- a. Paper photocopy of an existing public record, including a paper copy of an existing electronic public record, per page not exceeding 8.5 X 14” in size
\$.25
- b. Copy of an existing oversized public record (with “oversized” meaning existing public records available in the specific sizes indicated below):

<u>Type</u>	<u>Size</u>	<u>Color</u>	<u>Black & White</u>
Mylar sheet (line drawing)	24” x 36”		\$ 3.73
Mylar sheet (Image/aerial photo)	24” x 36”		18.75
Image/aerial photo	11” x 17”	\$ 5.41	2.79
	17” x 22”	8.37	4.31
	24” x 36”	11.81	6.08
	36” x 42”	17.72	9.12
	42” x 42”	20.67	10.67
	or larger		
line drawing	11” x 17”	1.62	0.56
	17” x 22”	2.51	0.86
	24” x 36”	3.54	1.22
	36” x 42”	5.32	1.82
	42” x 42”	6.20	2.13
	or larger		

- c. Electronic copy of existing computer data or documents onto COTPA issued disc, electronic copy of existing computer-generated report(s) onto COTPA issued disc, copy of an existing CD onto COTPA issued CD, and/or copy of an existing DVD onto COTPA issued DVD, per disc.....\$4.00

Plus any additional cost of any hardware and software that are not in the possession of the public body, that would not otherwise generally be required or used by the public body, and that are specifically required to fulfill the request and reproduce the record in computer-readable format with deletion of confidential data.

- d. Copy of an existing photograph:
 - 1) One 5” X 7” photograph provided as a picture on photo paper, each\$3.00

- 2) One or more photographs provided as an electronically recorded file on COTPA issued media (CD, DVD), per disc.....\$4.00
- e. Additional fee to recover the direct cost of total time spent searching and copying existing public record(s), to be charged only when the request:
 - 1. Is solely for commercial purposes(s); or
 - 2. Would clearly cause an excessive disruption of essential COTPA functions, as determined the Administrator or his/her designee, calculated for each one minute of time spent to search and copy.....\$0.30 per minute
- f. Payment in advance of the above fees for copies of existing public records may be required by the Administrator or his/her designee.

Other Fees

- a. Notary fee.....\$3.00
- b. Handling charge to prepare documents for mailing or shipping, per request, per quarter hour of labor or any portion thereof, plus postage, if applicable.....\$4.00
- c. Certification, official seal affixed, per page.....\$1.00
- d. Facsimile cost for documents sent by fax, per page faxed,.....\$0.25
- e. Creation fee for other documents when document or data does not exist as a public record in the form requested and must be created, if resources allow, per quarter hour of labor or any portion thereof.....\$7.25
- f. Copy of existing photograph pursuant to court order of subpoena.....\$3.00
- g. Copying service provided to private individuals or firms that request that personal or business documents be copied, price per copy;
 - 1. b&w copy, any size, per page.....\$2.50
 - 2. color copy, any size, per page.....\$3.80
- h. Payment in advance of fees listed under this section may be required by the Administrator or his/her designee

TO: Chairman and Board of Trustees

FROM: Administrator

Approval of List of Fees for Oklahoma Open Records Act Requests.

Background Effective October 1, 2004, the Board established a list of fees applicable to Oklahoma Open Records Act requests. The fees mirrored those of the City of Oklahoma City. The fee schedule did not clearly outline a procedure for where requests should be filed.

To more efficiently serve the public, COTPA is amending the current Open Records Request Policy to direct all open records requests to the Administrator's Office. The amendment also reflects an amended fee schedule that matches an amended fee schedule adopted by the City of Oklahoma City in September of 2006.

Review Public Transportation and Parking Department and Municipal Counselor's Office

Recommendation: Approve the List of Fees for Oklahoma Open Records Act Requests.



Richard Cain
Administrator