OPEN RECORDS ACT FEE SCHEDULE

COPIES

Black & White- (up to 81/2" x 14") ……..……. $0.25 per page
Color ……...$1.00 per page
Certified Copy ……$1.00 per page
Digital …….…..... $0.15 per page
Flash Drive ……Actual Cost + $5.00

To protect Eastern's IT systems, Eastern does not accept flash drives from requestors.

SEARCH FEES*

Clerical/Administration Staff…….……..$75.00 per hour
Attorney/Professional Staff …….$85.00 per hour

A minimum search fee of $75.00 will be charged for any request that Eastern deems to be commercial or is so large it would clearly cause excessive disruption of Eastern's essential functions. In such circumstances, Eastern must receive the minimum search fee prior to initiating the search.

LEGAL REVIEW AND REDACTION FEE*

Paralegal/Legal Assistant/Administration Staff.…$~~55~~75.00 per hour
Attorney/Professional Staff.…….$85.00 per hour

Prior to charging a fee, Eastern will advise requestor with an estimate of time and total fee.

Fees

Eastern will charge twenty-five cents ($0.25) per page, or one dollar ($1.00) per copied page for certified copies.

Requests for existing, already maintained electronic records (without copying, scanning, or printing) often require a comprehensive investigation and analysis involving some aspect of every employee in the College system and results in an excessive disruption of the essential functions of the public body. If it is determined that the gathering of electronic records are either for commercial purposes or would clearly cause excessive disruption of the essential functions of the public body, Eastern requires an advancement of estimated fees to recover the direct cost of the record search. The nexus between the amount of information requested and the time required for preparation of the requested information will be directly related to the

reasonable fee payment required. **For each quarter hour spent by personnel searching for requested records, including electronic searches that do not require new programming, the fees shall be as follows: professional - $21.25 and clerical/administrative - $18.75.**

Commercial purpose may include, but is not limited to, information that furthers the commercial, trade, or profit interests of the requester or information involving the requester use for the sale, resale, lease, subscription, solicitation or advertisement for sales and services.

Days and times for inspection or pickup of copies

After an Open Records Request is submitted and Eastern Oklahoma State College (Eastern) has sufficient time to verify the contact information of the person making the request and that the requested information is legally permitted to be provided. Eastern will fulfill the request, the records can be inspected or copies picked up at the Eastern Vice President of Business Affairs Office between 9:00 a.m. and 3:00 p.m. of a week in which the college is open for business. If the Vice President of Business Affairs is unavailable the Eastern Director of Human Resources will be the official in charge of providing said requested inspection or copies.

The person requesting the records and the person authorized to release the records of the public body may agree to the inspection, or the pickup of copies, on a day and at a time other than the days and times set above, but only if both parties are in agreement with the alternate day and time.

The requester of copies of records will be required to make payment for copies (and if a fee is charged based on the excessive disruption statement above) to the Eastern Business Office before copies will be released.