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DAVID B. BOOTEN County Clerk, Okla. City.

JOY HORMEISTER

STATE SUPERINTENDENT of PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT of EDUCATION

J. Hormeister Deputy

The Oklahoma State Department of Education (OSDE) complies with the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.). OSDE records are available for public inspection and copying, except for records which are confidential under state or federal law.

A public body may charge a fee only for recovery of the reasonable, direct costs of record copying or mechanical reproduction.

Fee Schedule for Costs of Reproduction:

- a. \$0.25 per page for photocopies of records up to 8 1/2" x 14" or smaller
- b. \$1.00 per page for certified copies
- c. Copies of other media (e.g. CD-ROM, flash drive, etc.) shall be actual cost of reproduction, including labor

However, if the request is solely for a commercial purpose or would clearly cause disruption of the essential functions of the public body, then a reasonable fee may be charged to recover the direct cost of record search and copying.

Fee Schedule for Requests Subject to Additional Recovery Costs:

OSDE reserves the right to recover the actual cost of record search and copying, including labor, if the information requested is not readily available or requires an extended amount of time to retrieve. If you submit a request that is subject to additional recovery costs, you will be provided with an estimate before work begins.

- a. \$25 per hour fee for commercial requests or those that cause excessive disruption of office functions (OSDE defines an "excessive disruption" request as one that requires more than eight [8] hours of actual employee work time to compile)
- b. \$80 per hour fee when computer programming is required on a customized request (fee is set by Office of Management and Enterprise Services)
- c. \$85 per hour fee when additional legal support is required (fee is the rate charged to state agencies for legal support by the Office of the Attorney General)

All fees for copies, including delivery fees, must be paid by check or money order, payable to OSDE, before the documents are provided.

OSDE/ADMIN-ORR FORM