

PITTSBURG COUNTY SHERIFF'S OFFICE

OPEN RECORDS ACT FEE SCHEDULE

DRAFT FOR REVIEW BY THE SHERIFF AND LEGAL COUNSEL

Authority. This schedule is intended to implement the Oklahoma Open Records Act, including 51 O.S. § 24A.5. It should be reviewed by legal counsel before adoption, posted at the Sheriff's Office, and filed with the Pittsburg County Clerk as required by law.

1. Standard Reproduction Charges

Record / Service	Fee
Black-and-white paper copies, 8½ x 14 inches or smaller	\$0.25 per page
Certified copies	\$1.00 per page
Color copies	Reasonable direct reproduction cost, not to exceed applicable law
Digital/electronic reproduction	Reasonable direct reproduction cost
USB flash drive or other physical media supplied by PCSO	Actual reasonable direct cost of the media and reproduction
Postage/shipping, when mutually agreed or otherwise provided	Actual direct cost

2. Search and Retrieval Fees

No search fee will be imposed for an ordinary request merely because staff must locate records. A search fee may be assessed only when authorized by 51 O.S. § 24A.5, including when a request is solely for a commercial purpose or would clearly cause excessive disruption of the Sheriff's Office's essential functions, subject to the statutory public-interest limitation.

Authorized Search / Retrieval	Fee
Clerical / records search and retrieval	\$25.00 per hour, billed in 15-minute increments, only when legally authorized
Legal, financial, or information-technology search and retrieval	\$50.00 per hour, billed in 15-minute increments, only when legally authorized
Outside vendor / specialized third-party services	Actual reasonable direct cost incurred, when legally recoverable

Important: The \$25.00 clerical rate and \$50.00 legal, financial, or IT rate apply only when a search fee is legally authorized under 51 O.S. § 24A.5. PCSO should retain documentation supporting that these rates reasonably reflect its direct search costs.

3. Public-Interest Requests

A search fee shall not be charged when release of the records is in the public interest as provided by 51 O.S. § 24A.5. The statute identifies, among other examples, release to the news media, scholars, authors, and taxpayers seeking to determine whether public officials are honestly, faithfully, and competently performing their duties. Reproduction charges otherwise permitted by law may still apply.

4. Excessive-Disruption Determination

Before imposing a search fee based on excessive disruption, the Records Officer or other authorized official should complete a written, request-specific determination documenting the scope of the request, estimated employee time, systems or locations to be searched, and the essential duties that would be disrupted. The determination should not rely solely on a fixed number of hours.

5. Estimates and Advance Payment

PCSO will provide an estimate of applicable fees before undertaking work subject to additional recovery costs. When estimated fees authorized by 51 O.S. § 24A.5 exceed \$75.00, or when the requester has outstanding fees from prior requests, PCSO may require advance payment as permitted by current law. Any overpayment shall be reconciled to the actual authorized cost.

6. Access and Method of Production

PCSO will provide prompt, reasonable access to nonexempt public records during regular business hours and may establish reasonable procedures protecting the integrity and organization of its records and preventing excessive disruption of essential functions. Nothing in this schedule requires PCSO to create a record that does not exist or to provide records by a particular delivery method when the Open Records Act does not require that method.

7. Exempt and Law-Enforcement Records

This fee schedule does not determine whether a particular record is open to public inspection. Law-enforcement, detention, security, medical, personnel, juvenile, privileged, and other records or portions of records may be subject to separate statutory disclosure rules or exemptions. Responsive records will be reviewed under the law applicable to the specific record.

8. No Discouragement of Requests

Fees shall not be imposed for the purpose of discouraging requests for information or as an obstacle to disclosure. PCSO may waive an otherwise authorized fee when appropriate and lawful.