

**OPEN RECORDS POLICY  
OF THE  
OKLAHOMA CONSERVATION COMMISSION (“OCC”)**

It is the policy of the OCC to comply with the Oklahoma Open Records Act (the “ORA”), Title 51, Sections 24A.1 and following of the Oklahoma Statutes. To comply with the ORA, the OCC will ensure public access to, review of, and copying or other mechanical reproduction of its records in accordance with the reasonable procedures to protect the integrity and organization of OCC records and to avoid excessive disruption of essential OCC functions; and subject to reasonable fees to recover the direct costs of providing public access, review and/or reproduction.

**PROCEDURE**

Any person may request records from the OCC by mail, fax, e-mail, telephone, or in person. The OCC requires the request be made in writing on a form prescribed by OCC. If OCC cannot reasonably respond to a request the same day, the requester must provide a name, address, and telephone number of a person or entity to take delivery of the records or information.

Requests for records of the OCC may be directed to:

Oklahoma Conservation Commission  
Attn: Executive Director  
2800 N. Lincoln Blvd., Suite 160  
Oklahoma City, Oklahoma 73105  
Phone: 405-521-2384  
Fax: 405-521-6686

Open records shall be made available during all customary office hours which are 8:00 a.m. to 4:30 p.m., Monday through Friday, except legal holidays.

The OCC will endeavor to respond to all requests within five (5) working days of receipt, unless it cannot provide the records without disrupting other organizational responsibilities. If the OCC cannot respond within five working days, it will notify the requester stating the reason(s) why and the time when the records will be available.

**Records Review Procedure to Protect the Integrity and Organization of Records:**

All reviews will take place during regular business hours. Files must be reviewed on the premises.

The Executive Director or Assistant Director will designate an OCC staff person to assist the requester and arrange an appointment time for review of any records.

At the time of the review all requesters will be required to provide photo identification such as a Driver's License or state photo ID prior to the review. The ID will be returned when the review is completed.

Requesters may take notes, bring tape recording devices, and/or portable computers. Outside photocopiers are not allowed.

The requester will review the records under supervision and sign a Record Review Form, which states that the requesting party will not rearrange, alter, destroy, or remove any material provided for inspection and/or copying.

## FEES

OCC will assess fees for document copying or mechanical reproduction and postage as provided below. However, if the total fee is \$5.00 or less, there will be no charge.

Reasonable fees to recover the direct cost of a search will be assessed when the request is for commercial purposes, or would clearly cause excessive disruption of the OCC's essential functions.

Fees will generally be assessed as if the request is for a commercial purpose, unless it is obvious that the requester is a member of the news media, a scholar, an author or a taxpayer seeking to determine whether OCC and/or its staff are performing honestly, faithfully, and competently.

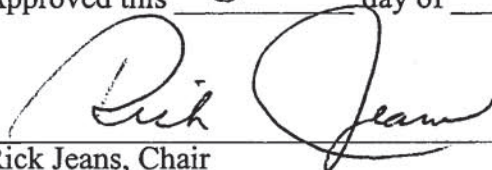
<b>MEDIA</b>	<b>FEE (per sheet or item)</b>
8½ X 14 or smaller paper copy	\$0.25
11 X 17 paper copy	\$0.50
Certified Copy	\$1.00
Printed photographs, maps, plats and other technical documents	\$0.50/sf black and white \$2.00/sf color
Magnetic tape (if applicable)	\$75.00
Data cartridge (if applicable)	\$75.00
Tape cartridge (if applicable)	\$75.00
Rewritable CD (CD-RW) / Diskette	\$5.00
Non-rewritable CD (CD-R)	\$5.00
Digital Video Disc (DVD)	\$5.00
Other Electronic Media (e.g. external USB hard drive)	At cost
VHS videocassette	\$5.00
Postage, boxes, other shipping supplies	At cost
Faxed documents	\$1.00
Outsourced/contracted services	At cost

Personnel charges

The charge for personnel costs, other than programming personnel costs and Information Technology and Geographic Information Systems, will be at the rate of \$20/per hour. There will be no charge for the first one hour of personnel time and the cost incurred will be prorated to the nearest half hour. The requester may not be charged for the preparation of the billing form, memorandum, cover letters, or any other information not requested. Personnel time may not be charged for any time spent by an attorney, or any other person who reviews the requested information to determine whether the governmental body will raise any exceptions to disclosure of the requested information. If the charge for providing a copy of public information includes personnel charges, the OCC will, upon request, provide a written statement as to the amount of time that was required by the department to produce and provide the copy. The statement must be signed by the staff person handling the response to the public information request. The staff person's name must be typed or legibly printed below the signature. A charge may not be imposed for providing the written statement to the requester.

**Information Technology, Geographic Information Systems, and Programming Personnel Charges:** If a particular request requires the services of a programmer and/or GIS Specialist to satisfy the request, the OCC will charge for personnel time. The hourly charge for a programmer and/or GIS specialist is \$60.00 per hour, prorated to the nearest half hour. Only programming and GIS services, not basic data entry, will be charged at this hourly rate. Basic data entry is assessed as a standard personnel charge.

Approved this 5<sup>th</sup> day of July, 2005.

  
Rick Jeans, Chair