



## OPEN RECORDS ACT FEE SCHEDULE

### COPIES\*

- Black & White (up to 8.5" by 14").....\$0.25 per page
- Color (up to 8.5" by 14").....\$0.50 per page
- Certified Copy (up to 8.5" by 14") .....\$1.00 per page
- Digital .....\$0.15 per page
- Flash Drive - Total cost for selected option(s) + \$5.00 charge per flash drive
  - To protect the State of Oklahoma and our IT systems, we will not accept flash drives from requestors.

### OTHER FEES\*\*

Redlands 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 a request is submitted that is subject to additional recovery costs, the requestor will be provided with an estimate of the total time and cost before work is started, and the requestor must agree to pay the fees assessed. Redlands also reserves the right to require half of the estimated payment up front, prior to beginning the work. Full payment is expected before information is physically or digitally sent.

**SEARCH FEE** - an additional search fee may be charged based on the hourly rate(s) or personnel involved in the search, if the information requested is not readily available or requires an extended amount of time to retrieve

**LEGAL REVIEW & REDACTION FEE** – an additional fee may be charged for legal review and redaction for any information requested that is of a proprietary, sensitive, or confidential nature.

**NOTE:** All items subject to sales tax unless requestor provides proof of tax-exempt status under federal or state law. All mailed items subject to applicable postage and shipping costs.

\* Larger size copies available for additional fee per page, depending on the page dimensions.

\*\* Hourly rates billed per quarter hour, when applicable.