

Oklahoma City Public Schools
Communications & Community Relations

Open Records Request Procedures

The Oklahoma City Public School District (OKCPS) complies with the Oklahoma Open Records Act. OKCPS records are available for public viewing and copying, except for records that are confidential under state and federal laws.

If the requestor selects to inspect documents under the Open Records Act; the documents must be kept in the order in which they were provided.

Use of writing instruments while reviewing District documents is prohibited. The requestor must designate the records to be copied with the use of paper markers, post it notes or other non-destructive means.

The following fee schedule will be used with copying or scanning documents:

- \$0.25 per page for records having the dimensions of 8 1/2 by 14 inches or smaller.
- \$1.00 per copied page for a certified copy.
- Copies of other media shall be actual cost of reproduction including labor.

OKCPS reserves the right to charge a search fee if the information requested requires an excessive disruption of the essential functions of District staff.

- \$25 per hour search fee for commercial requests or those that cause an excessive disruption of office functions.
- \$35 per hour labor fee when computer programming or computer processing time is required.

All fees for copies and delivery costs must be paid by check or money order before documents are provided. Payments may be made and delivered to:

Oklahoma City Public Schools
Communications Department – Attn. Open Records Request Payment
900 N. Klein
Oklahoma City, OK 73106

FILED IN OFFICE
COUNTY CLERK
OKLAHOMA CITY, OKLA

NOV 07 2014

CAROLYNN CAUDILL County Clerk, Okla. Cnty.
[Signature] Deputy

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OKLAHOMA COUNTY
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