

OPEN RECORDS REQUEST – FEE SCHEDULE NORTHERN OKLAHOMA COLLEGE

Northern Oklahoma College (NOC) complies with the Oklahoma Open Records Act. NOC records are available for public inspection and copying, except for records which are confidential under state or federal law (51 O.S. § 24A.5) – See Northern Oklahoma College Open Records Request – Policy and Procedures.

NOC records may not be removed or rearranged during inspection. Records must be kept in the order in which they were provided. Use of writing instruments while viewing agency records is prohibited. The requestor must designate the records to be copied with use of paper markers, self-stick notes or other non-destructive means.

Fee Schedule:

- a. \$0.25 per page for photocopies of records up to 8 1/2" x 14" or smaller
- b. Copies of other media shall be actual cost of reproduction including labor
- c. \$1.00 per page of certified copies

Search Fees:

NOC reserves the right to charge the actual cost of reproduction including labor if the information requested is not readily available or requires an extended amount of time to retrieve.

- a. \$25.00 per hour search fee for commercial requests or those that cause excessive disruption of office functions
- b. \$35.00 per hour cost of labor fee when computer programming or computer processing time is required

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