

## **OPEN RECORDS REQUEST – FEE SCHEDULE NORTHERN OKLAHOMA COLLEGE**

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Northern Oklahoma College (NOC) complies with the Oklahoma Open Records Act. NOC records are available for public inspection, copying, and/or mechanical reproduction, 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.

### **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.