

**RESOLUTION # 228-19-20**

**A RESOLUTION OF COMPLIANCE WITH THE OKLAHOMA OPEN RECORDS ACT AND ESTABLISHING FEES AND PROCEDURES IN ACCORDANCE WITH THAT ACT.**

**WHEREAS**, THE 1985 Senate Bill 276 (Oklahoma Open Records Act) requires public bodies to keep and maintain certain records for public inspection and reproduction;

**WHEREAS**, the public body may establish fees under this act to recover the direct cost of document search and establish reasonable procedures which protect the integrity and organization of its record and to prevent excessive disruption of its essential functions;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Texas County, the following fees and procedures shall apply;

1. Person(s) designated in the County Clerk's Office as authorized to release records of the public body for inspection, copying or mechanical reproduction shall be:
  - a. Wendy Johnson
  - b. Alisha Perez
  - c. Kelly Voorheis

At least one such person shall be available at all times to release records during the regular business hours of the public body, or to designate a time which shall be reasonably prompt, but not to excessively disrupt the essential functions of the entity;

2. A document search shall be made at a time specified by the person(s) designated as authorized to release records. This shall be done promptly, but not to excessively disrupt the essential function of the entity.
3. Fees for the mechanical reproduction of records open for public inspection in accordance with the Open Records Act shall be as follows:
  1. Paper copies of records 8 ½" X 11" @ \$1.00 per page;
  2. Paper copies of records 8 ½" X 14" @ \$1.00 per page;
4. Any and all other records available as per the Open Records Act shall be on a direct cost of time and material basis, not to exclude fees for document search.

**BE IT FURTHER RESOLVED**, that in order to protect the integrity and organization of the public body, any person requesting copies or reproduction of records of the public body shall do so in person, and shall fill out a request for information form to be provided by said public body specifying;

1. Date and time of request;
2. Name, address and telephone number of person making request;
3. Business or entity they represent;
4. Reason for request of information;
5. Records requested;
6. Form in which records are requested;
7. Total fees paid to public body for records provided;
8. Signature of person making request, declaring they have received the information.

The person making such request shall provide adequate identification to substantiate the information provided on the request form.

The request form information form shall become part of a permanent record kept on file in the office of the County Clerk and

**BE IT FURTHER RESOLVED**, the fees and policies of Texas County in regard to the Open Records Act shall be posted in the office of the County Clerk.

ADOPTED this 29<sup>th</sup> day of June, 20 20 at a "regularly scheduled meeting" of the governing body in compliance with the Open Meeting Act 25 O.S. 301 et. esq.



ATTEST: Seal

Wendy Johnson  
County Clerk

Ted Keeling  
Chairman, Board of County Commissioners