

RESOLUTION NO. 162-13-14

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; and

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. Marcia Hollingshead
- b. Debbie Tyson
- c. Wendy Johnson

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 8½" x 11" @ \$1.00 per page;
 2. paper copies of records 8½" 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.
- 5.