

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.

Requests for existing, already maintained electronic records (without copying, scanning, or printing) often require a comprehensive investigation and analysis involving some aspect of every employee in the college system and results in an excessive disruption of the essential functions of the public body. If it is determined that the gathering of electronic records is either for commercial purposes, or would clearly cause excessive disruption of the essential functions of the public body, NOC requires an advancement of estimated fees to recover the direct cost of the record search. The nexus between the amount of information requested and the time required for preparation of the requested information will be directly related to the reasonable fee payment required.

Commercial purpose may include, but is not limited to, information that furthers the commercial, trade, or profit interests of the requester or information involving the requester use for the sale, resale, lease, subscription, solicitation or advertisement for sales and services.

COPIES:

Black & White (up to 8 ½" x 14")	\$0.25 per page
Color	\$0.50 per page
Certified Copy	\$1.00 per page
Digital	\$0.15 per page
Flash Drive	Actual Cost + \$5.00

To protect NOC's IT systems, NOC does not accept flash drives from requesters.

FEES*:

Staff/Administrative Assistant	\$55.00 per hour
Computer programming required on a customized request	\$80.00 per hour
<i>(fee is set by the Office of Management and Enterprises Services)</i>	
Attorney	\$85.00 per hour
<i>(fee is the rate charged to state agencies for legal support by the Office of Attorney General)</i>	

A minimum search fee of \$75.00 will be charged for any request that NOC deems to be commercial or is so large it would clearly cause excessive disruption of NOC's essential functions. In such circumstances, NOC must receive the minimum search fee prior to initiating the search.

Prior to charging a legal review and redaction fee, NOC will advise requester with an estimate of time and total fee.

**Hourly rates will be billed per quarter-hour.*

All fees for copies including delivery fees, must be paid by check or money order, payable to Northern Oklahoma College, P.O. Box 310, 1220 East Grand Avenue, Tonkawa, OK 74653-0310. 580.628.6200, before the documents are provided.

Approved, NOC Board of Regents Meeting

10.25.2011

Amendments Approved, NOC Board of Regents Meeting

9.19.2016

Amendments Approved, NOC Board of Regents Meeting

9.16.2026