

CITY OF GLENPOOL OPEN RECORDS CHARGES

Pursuant to the Open Records Act at Title 51 Oklahoma Statutes § 24A.5, (the "Act") and as adopted by City policy, the City of Glenpool makes all records of public bodies and public officials open to any person for inspection, copying or mechanical reproduction during regular business hours, unless otherwise exempt by statute. *

Pursuant to the Act, the City of Glenpool shall charge reasonable fees to recover the direct costs of reproduction and/or a permissible search fee, as applicable, as follows:

\$0.25 per page for 8 ½" x 14" or smaller

\$1.00 per page for certified copy

\$15.00 for first full hour and ¼ hour increments of \$3.75 thereafter as a reasonable search fee may be required for all copies requested for a commercial purpose or if excessive disruption of the essential functions of City Hall staff is clearly determined by the records custodian.

\$ 15.00 for the first full hour and ¼ hour increments of \$3.75 thereafter for staff time and usage of public space required to monitor inspection of public records. **[Note that in instances where it will be necessary to provide only copies of records for inspection, no on-site inspection or charges will be necessary.]**

All estimated fees for a record search and/or copying or providing staff time, must be paid in advance. Adjustments will be made in accordance with actual direct costs.

Although the City of Glenpool respond in a reasonable time frame to all requests, when a requested record is not immediately available, the individual may be asked to return at a later time or date.

A completed Request for Public Records form must be submitted with each request. The form may be obtained from the official City of Glenpool website at www.glenpoolonline.com or from the Office of the City Clerk.

Public records requests may be submitted Monday through Friday during regular office hours, not including City holidays.

* Records that are designated as confidential under federal or state law, and therefore not open for public inspection, as permitted by the Act, include:

1. Records protected by a state evidentiary privilege such as attorney-client privilege.
2. Records of proceedings during executive session permitted by the Open Meeting Act.
3. Personal information in driver records.
4. Personnel records: (a) that relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or (b) where disclosure would constitute a clearly unwarranted invasion of personal privacy, such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
5. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract, if disclosure would give an unfair advantage to competitors or bidders.
6. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution shall be kept confidential to the extent necessary to protect the identity of the person exercising the right.
7. Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of City personnel or officers, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a City policy or project.