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TOWN OF MEDICINE PARK OKLAHOMA
Copy Fees and Inspection of Public Records
(Oklahoma State Statute, Title 51, Section 24A.5 and 24A.6)

The general public may request that certain records in the Medicine park Town Hall, which are not confidential by law, be made available for inspection, copying or mechanical reproduction.

- A. The Medicine Park Town Clerk, Deputy Town Clerk and Town Treasurer are charged with responsible management of all Municipal Records by the Town Board of Trustees.
- B. The Town Clerk , Deputy Town Clerk and Town Treasurer may not always be present during the hours of Town of the Town Hall, and these procedures should ensure that access is available, on the basis of a thirty-five-hour week.
- C. Requests for Information or materials for copying and /or inspection shall be provided, in writing to the responsible records management personnel. The Town Clerk, Deputy Town Clerk and Town Treasurer may meet such requests with the help of the Public Works Clerk or another member of the Municipal Staff.
- D. Records may be inspected and copied **ONLY** in Town Hall.
- E. In accordance with State Law and Town Policy the following costs shall be charged by the Town for copies and reproductions:
 - 1) Copies of personal documents or documents in Town Hall:

Black and White:	8-1/2 x 11 and 8-1/2 x 14	\$.25/per copy
	11 x 17	\$.50/per copy
Color:	8-1/2 x 11 and 8-1/2 x 14	\$.25/per copy
	11 x 17	\$.50/per copy
 - 2) Certified Copies \$1.00/per page
 - 3) Oversized Copies \$3.73-\$20.67/per page
 - 4) Faxes \$1.00/per page
 - 5) Flash Drive/CD prep and copy \$10.00 per flash drive or CD
 - 6) Handling Fee for Mail \$4.00 does not include postage
 - 7) *\$.30 per minute may apply if the request is solely for commercial purpose or causes an excessive disruption as determined by the Town Clerk.*
- F. Unless the document search is solely for commercial purpose or clearly would cause excessive disruption of the Town's essential functions, the Town may not charge any additional fees for records searches.
- G. Notary Service available, charge is set by 49 O.S. § Section 5, "The maximum fee a notary may charge and collect for each notarial act is Five Dollars (\$5.00), except no fee shall be charged for the notarization of an official absentee ballot affidavit."