

**The Tulsa Metropolitan Planning Commission adopts the following policy for the production of records pursuant to the Oklahoma Open Records Act, 51 O.S. 24A.1. et seq.:**

- Staff shall provide prompt, reasonable access to the all records subject to the Open Records Act.
- All requests for records shall be made to Manager of Land Development Services at INCOG, 201 W. 5<sup>th</sup> Suite 600, Tulsa, OK 74103.

The following schedule of charges is adopted and shall be posted at INCOG in a place visible to the public during regular business hours:

Photo copy	\$ .25 each page
Microfilm copy	\$1.00 per page
Computer generated records/reports	\$ .25 each page
Audio cassette tape recordings	\$25.00 per hour for dubbing, plus \$7.50 per 90 minute cassette
CD burning (text only)	\$ .25 per page, plus \$7.50 for CD
Document Search Fee	\$25.00 per hour

- Audio tapes will be duplicated after the minutes of the meeting have been prepared in draft form.
- Charges shall be paid when the records are received by the requesting party.