

OFFICE OF THE MAYOR CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2026-04

AN EXECUTIVE ORDER ESTABLISHING FEES FOR RECORDS;  
SUPERSEDING PUBLIC NOTICE OF CHARGES FOR REPRODUCTION  
CONTAINED IN APPENDIX B TO EXECUTIVE ORDER NO. 2025-08.

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. Purpose. This Executive Order supersedes the Public Notice of Charges for Reproduction contained in Appendix B to Executive Order No. 2025-08 - Public Notice of Charges for Reproduction of City Records Pursuant to Open Records Policy of City of Tulsa, and the related "Open Records Policy F.A.Q."

Section 2. Fees for Records. This Executive Order establishes and adopts the schedule of Open Record Act fees appearing as Appendix B, and the related "Open Records Policy F.A.Q."

The Records Custodian shall assess a fee for records requests pursuant to the open records policy of the City of Tulsa and in compliance with Oklahoma's Open Records Act, Title 51 Oklahoma Statutes, Sections 24A.1 and following. Fees will apply to the type of record provided and the related production costs.

A copy of this fee schedule shall be posted in the City Clerk's office and County Clerk's office.

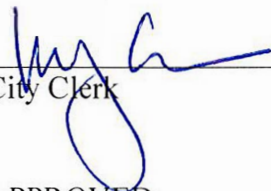
Section 3. Effective Date. This Executive Order shall take effect immediately upon signature by the Mayor.

  
\_\_\_\_\_  
Mayor

**JUL 29 2026**

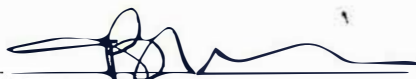
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Deputy City Clerk



APPROVED:

  
\_\_\_\_\_  
City Attorney

## **APPENDIX B**

### **PUBLIC NOTICE OF CHARGES FOR REPRODUCTION OF CITY RECORDS PURSUANT TO OPEN RECORDS POLICY OF CITY OF TULSA**

Except as otherwise provided by law, the following schedule of charges shall apply to records requests pursuant to the open records policy of the City of Tulsa and in compliance with Oklahoma's Open Records Act, Title 51 Oklahoma Statutes, Section 24A.1 and following. This schedule of charges is posted in the public access area of the City Clerk's Office, 2<sup>nd</sup> Floor of City Hall, and in the County Clerk's Office. The type of record and the media on or through which it is provided is at each Department's discretion. Payment of fees in advance of production may be required.

| <b><u>STANDARD COSTS FOR PRODUCTION OF OPEN RECORDS REQUESTS</u></b> |                                                                                                  |                                       |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------|
| 1.                                                                   | Paper Reproduction                                                                               |                                       |
|                                                                      | a. Legal sized or smaller (8.5 x 14" or smaller) – black and white                               | \$0.25 per page                       |
|                                                                      | b. Legal sized or smaller (8.5 x 14" or smaller) – color                                         | \$0.50 per page                       |
|                                                                      | c. Ledger sized (11 x 17")                                                                       | \$0.50 per page                       |
|                                                                      | d. Paper larger than 11 x 17", microfilm, photographic paper, or other specialty papers          | Actual cost of media and reproduction |
| 2.                                                                   | Digital Reproduction (scanned or electronically generated and processed for electronic delivery) | \$0.15 per page                       |
| 3.                                                                   | Flash, thumb or USB drive, external hard drive, memory card, or other media                      | Actual cost + \$5.00                  |
| 4.                                                                   | U.S. Mail or Other Shipping Service                                                              | Actual cost                           |
| 5.                                                                   | Certification                                                                                    | \$1.00 per page                       |
| 6.                                                                   | Redaction of audio or video                                                                      | \$50.00 per hour                      |

| <b><u>PRODUCTION FEES FOR COMMERCIAL REQUESTS OR REQUESTS INVOLVING EXCESSIVE DISRUPTION</u></b>                                                                            |                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>These fees are in addition to the Standard Costs for Production above. Per-hour costs will be billed in one-minute increments. Pre-payment of costs may be required.</b> |                                                                                |
| <b>"Excessive disruption" is defined as a request that requires more than one hour of employee or contractor work to compile and produce.</b>                               |                                                                                |
| 1.                                                                                                                                                                          | \$55.00 per hour                                                               |
| 2.                                                                                                                                                                          | \$80.00 per hour when computer programming is required on a customized request |
| 3.                                                                                                                                                                          | \$85.00 per hour when legal support or legal review is required                |

## **OPEN RECORDS POLICY F.A.Q.**

Several key terms are not specifically defined in the Open Records Act. In the absence of clear definitions or case law interpreting specific provisions, this guidance is provided to assist in understanding the City's processes for handling these requests, which must necessarily be evaluated on a case-by-case basis.

### **The Open Records Act provides:**

*“if the request:*

*a. is solely for commercial purpose, or*

*b. would clearly cause excessive disruption of the essential functions of the public body,*

*then the public body may charge a reasonable fee to recover the direct cost of record search and copying....”*

### **What is a “commercial purpose”?**

A commercial purpose advances the requester's financial or economic interests, as distinct from personal, educational, or non-profit interests. In other words, if the records request promotes or supports work for which the requester may be paid, it likely serves a commercial purpose. A request made for a commercial purpose would include a request for records, such as demographic information, economic data, geographic data, or statistics, with the intent of manipulating or packaging the data into a marketable format, offering the data for sale, or using the data to generate revenue.

### ***What is “excessive disruption”?***

A request will be presumed to cause excessive disruption if it requires more than one (1) hour of actual employee or contractor time to search, compile, and/or produce requested records for inspection. Search costs will not be assessed for the first hour. For purposes of calculating excessive disruption, all pending requests from the same requester should be considered together.

**The Act provides:** *“In no case shall a search fee be charged when the release of records is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.”*

Requests from news media and authors in the public interest may also serve commercial purposes, but such requests are nonetheless exempt from search fees (but not necessarily copying costs) under this provision of the Act. Whether a request falls within the terms of this exception must necessarily be determined on a case-by-case basis.

***How do we define “news media” when anyone can disseminate information on social media?***

“News media” does not mean a person who might post records only on personal social media sites, but rather:

(a) any entity that is in the regular business of news gathering and publishing or broadcasting news to the public by any means, including, but not limited to, print, broadcast, photographic, mechanical, internet, or electronic distribution; or

(b) any employee, agent, or contractor of any such entity, who is engaged in news gathering in that capacity (commonly a journalist).

***How do we determine if a requestor is a “taxpayer seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants”?***

This language is intentionally broad and should be applied to any city of Tulsa resident who is not making a commercial or strictly self-serving request. An example of a self-serving request might be a request for a record to support the requester’s insurance claim or case in litigation. If the requester’s intent is fairly debatable, Record Custodians should give the benefit of any doubt to the requester.