



Open Records Request

Fee Schedule

Fees

Murray State College will charge twenty-five cents (\$0.25) per page, or one dollar (\$1.00) per copied page for a certified copy.

Requests for existing electronic records that do not require physical copying, scanning, or printing may still necessitate comprehensive technical investigation and analysis. When a request is determined to be for commercial purposes, or would cause an excessive disruption to the essential functions of the College, Murray State College requires an advance payment of estimated fees to recover the direct costs of the record search. The assessed fee will be directly proportional to the volume of information requested and the staff time required for preparation.

For each quarter hour spent by personnel searching for requested records, including electronic searches that do not require new programming, the fees shall be as follows:

- Professional - \$21.25
- Clerical/Administrative - \$13.75.

Commercial purpose includes, but is not limited to, any use of requested records that furthers the commercial, trade, or profit interests of the requestor. This includes the use of public records for sale, resale, lease, subscription, solicitation, or the advertisement of goods and services.

Days and Times for Inspection or Pick-Up of Copies

Upon receipt of an Open Records Request, Murray State College (MSC) will conduct a thorough review to verify the requestor's contact information and confirm that the disclosure of the requested records complies with all applicable public records laws. MSC will fulfill the request in a timely manner once these administrative and legal criteria are satisfied. Approved records are available for physical inspection or duplication at the Murray State College Business Office during standard administrative hours, from 9:00 a.m. to 3:00 p.m. of a week in which the college is open for business. If the Murray State College Vice President of Finance and Operations is unavailable, the Assistant Vice President of Finance and Operations will be the official in charge of providing said requested inspection or copies.

The requestor and the authorized records custodian may mutually agree in writing to an alternate inspection or pickup time outside of standard hours. The requestor must submit full payment for all duplication fees (as well as any administrative fees assessed for commercial use or excessive operational disruption) to the Murray State College Business Office prior to the release of the records.

Open Records Act Fee Schedule

Copies:

Black & White (up to 8.5 x 14)	\$0.25 per page
Color	\$0.50 per page
Certified	\$1.00 per page
Digital	\$0.15 per page
Flash Drive	Actual Cost + \$5.00

To protect Murray State College and the IT systems with the State of Oklahoma, MSC does not accept flash drives from requesters.

Search Fee:

Clerical/Administrative Staff	\$55.00 per hour
Attorney/Professional Staff	\$85.00 per hour

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

Legal Review & Redaction Fee:

Paralegal/Legal Assistant/Administrative Staff	\$55.00 per hour
Attorney/Professional Staff	\$85.00 per hour

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

Note:

All items subject to sales tax unless the requester provides proof of tax-exempt status under federal or state law. Items mailed will also be subject to postage and shipping costs.

Hourly rates will be billed per quarter-hour.

Clerical/Administrative Staff	\$13.75 per quarter-hour
Attorney/Professional Staff	\$21.25 per quarter-hour