

RESOLUTION NO. 2013-09

A RESOLUTION ESTABLISHING FEES FOR COPYING AND/OR MECHANICAL REPRODUCTION OF RECORDS, AND FOR THE SEARCH OF CERTAIN RECORDS.

WHEREAS, the City of Weatherford regularly receives requests for copies of City records;

WHEREAS, the City of Weatherford, has, in prior years, established fees for copying and reproduction of records and posted said fees and guidelines for access to such records for the benefit of the public.

WHEREAS, that due to the volume of requests for open records, police and municipal court records, and other miscellaneous requests and due to changes in technology, it is necessary that the City of Weatherford amend and update the fee schedule for photocopies and reproduction of records.

NOW THEREFORE, be it resolved by the Mayor and Commissioners of the City of Weatherford, Oklahoma, that the following guidelines and fees for copying and/or mechanical reproduction of records shall be set as follows:

Section 1. Copying Fee

Fee of .25 per page for 8 ½ by 14 inches or smaller pages shall be charged for photocopying an open public record. A fee of .50 per page shall be charged for color photocopies of similar size.

Section 2. Fee for Digital and Mechanical Media Copies

\$5.00 per copy

For copying any open public record which cannot be reproduced by photocopying, such as a computer print out or a blue print, the requestor shall be charged the actual cost to the City, including the cost of labor, materials and equipment. A fee of \$10.00 per hour with a one hour minimum, plus copy cost will be charged. Any additional time will be charged at a full hourly rate.

Section 3. Search Fee

A search fee shall be charged a requestor who is using the record solely for a commercial purpose. Such fee shall be the actual cost of the City producing the record, including the cost of labor, materials and equipment. A fee of \$10.00 per hour with a one hour minimum, plus copy cost, will be charged. Any additional time will be charged at a full hourly rate.

Section 4. Prepayment of Fees

The record custodian may demand prepayment of a fee whenever the estimated cost exceeds \$25.00. The prepayment amount shall be an estimate of the cost of copying, mechanical/digital reproduction, or searching for the record. Any overage or underage in the prepayment amount shall be settled prior to producing the requested record for delivery or for delivering the copy or mechanical reproduction of the record.

Section 5. Custodian of Records

The official custodian of City of Weatherford records shall be the Weatherford City Clerk, the Deputy City Clerk or such City Officer as the Mayor shall designate.

PASSED AND APPROVED this 30th day of September, 2013.

CITY OF WEATHERFORD, OKLAHOMA

By: Mike D Brown
MIKE D. BROWN, MAYOR

ATTEST:

A.G. Davenport
A.G. DAVENPORT, City Clerk

APPROVED AS TO FORM AND LEGALITY:

David D. Duncan
DAVID D. DUNCAN, City Attorney

