

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. 5th 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.