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Oklahoma County Clerk

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*T. Toliver*  
Deputy

**OKLAHOMA STATE BUREAU OF NARCOTICS  
AND DANGEROUS DRUGS CONTROL**

419 N.E. 38th Terrace

Oklahoma City, Oklahoma 73105

TELEPHONE 405-521-2885 • 1-800-522-8031 '24 FEB 16 PM 12:37:48

**Open Records Request Fee Schedule**

The Oklahoma State Bureau of Narcotics and Dangerous Drugs Control (OBN) complies with the Oklahoma Open Records Act (51 O.S. § 24A.1 *et seq.*). Oklahoma law specifies the records of a law enforcement agency that are subject to disclosure under the Open Records Act. See 51 O.S. § 24A.8. Additionally, material that is voluntarily supplied to OBN—such as an application for permit or license—is available for public inspection and copying, except where such disclosure would give an unfair advantage to competitors or bidders. See 51 O.S. § 24A.10.

A public body may charge a fee only for recovery of the reasonable, direct costs of record copying or mechanical reproduction. See 51 O.S. § 24A.5.

Fee Schedule for Costs of Reproduction:

1. \$.20 per page for photocopies of records up to 8½" x 14" or smaller
2. \$1.00 per page for certified copies
3. Copies of other media (e.g. CD-ROM, flash drive, etc.) shall be the actual cost of reproduction, including labor

However, if the request is solely for a commercial purpose or would clearly cause disruption of the essential functions of the public body, then a reasonable fee may be charged to recover the direct cost of record search and copying. See 51 O.S. § 24A.5.

Fee Schedule for Requests Subject to Additional Recovery Costs:

OBN may charge a reasonable fee to recover the direct cost of record search and copying, including digital search and storage and labor if the information requested is not readily available or requires an extended amount of time or resources to retrieve. If you submit a request that is subject to additional recovery costs, you will be provided with an estimate before work begins.

1. \$25 per hour fee for commercial requests or those that cause excessive disruption of essential functions (OBN hereby defines an "excessive disruption" request as one that requires more than eight (8) hours of actual employee work time to compile).
2. Additional hourly fees may be set by the Officer of Management and Enterprise Services, third party vendors, and the Office of the Attorney General when their services are necessary or required.

**All fees for copies, including delivery fees, must be paid by check or money order, payable to the OBN, before the documents are provided.**

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*Committed to honor, integrity, and excellence, the Oklahoma Bureau of Narcotics will  
serve the citizens of Oklahoma in the quest for a drug-free state.*