



Oklahoma State Department of Health  
Creating a State of Health

The Oklahoma State Department of Health (OSDH) complies with the Oklahoma Open Records Act, 51 O.S. §24A.1 et seq. Except for records which are confidential under state or federal law, OSDH records are available for public inspection and copying.

In accordance with Section 24A.5 of the Oklahoma Open Records Act, a public body may charge a fee for the recovery of the reasonable, direct costs of record copying or mechanical reproduction.

Fee Schedule for Costs of Reproduction

The following are fees for reproduction of records:

- (1) Paper Records
  - (A) Regular Copy - \$0.25 per page
  - (B) Certified Copy - \$1.00 per page
  - (C) Copy Sent by Fax - \$0.35 per page
  - (D) Copy of Pages Larger than 8-1/2 X 14 - \$0.50 per page
- (2) Audio Tapes
  - (A) With Tape Provided - \$5.00 per tape
  - (B) Without Tape Provided - \$10.00 per tape
- (3) Electronic Records - Requester is required to furnish blank tape(s) if reproduction is not in a printout format, and reimburse the agency for the actual cost of the use of the central processing unit of any computer used to access data stored therein
  - (A) \$50.00 per hour programming time
  - (B) \$50.00 per hour for other computer time
  - (4) Search Fees - \$25.00 per hour

Fee Schedule for Requests Subject to Additional Recovery Costs

If the request is solely for commercial purpose or would clearly cause excessive 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, which may include, but is not limited to, the following: (1) the costs of paper or the electronic storage device(s) used to reproduce the requested records; (2) access or processing charges imposed upon the public body because of the request; and (3) the cost of labor directly attributable to fulfilling the request. If a request is submitted that is subject to the additional recovery costs, you will be provided with an estimate before work begins.

ALL FEES MUST BE PAID IN FULL TO THE OKLAHOMA STATE DEPARTMENT OF HEALTH BEFORE RECORDS ARE PROVIDED.

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