

HOUSING AUTHORITY OF THE CITY OF TULSA

OPEN RECORDS ACT

**PUBLIC NOTICE OF FEES FOR REPRODUCTION
OF HOUSING AUTHORITY OF THE CITY OF TULSA
PURSUANT TO OPEN RECORDS POLICY OF
THE HOUSING AUTHORITY OF THE CITY OF TULSA**

Pursuant to the open records policy of the Housing Authority of the City of Tulsa (“THA”) which implements as THA policy the provisions of Oklahoma’s Open Records Act (51 O.S.2001, §§ 24A.1, *et seq.*, as amended), the following schedule of fees is posted in the public access area of THA, 415 East Independence Street, Tulsa, Oklahoma. Payment of fees in advance of production may be required. The Housing Authority of the City of Tulsa does not accept personal/individual checks.

<u>Type of Request</u>	<u>Cost</u>
1. Photo copies	\$ 0.25 each page
2. Certified copies	\$1.00 per page
3. Computer generated records/reports	\$ 0.25 each page*
4. CD Audio recordings	\$10.00 per CD
5. Document Search Fee	\$30 per hour**

* Many THA computer records are maintained in computer file server systems which are maintained by the THA’s Information Technology (“IT”) department. Accessing an offline computer record at the request of a system user can result in an expense to the THA. The actual cost of this bill, if incurred, solely incident to a records request, represents a direct cost which is properly payable by the person presenting a request for such record. The amount of this cost will vary depending upon the scope of the document request.

** Oklahoma’s Open Records Act, at Section 23A.5(3), establishes explicit restrictions upon the assessment of this cost, primarily where the record request is solely for commercial purposes or clearly would cause excessive disruption of THA’s essential functions.

**TO REQUEST TO INSPECT RECORDS OR TO PAY FOR COPIES OF RECORDS,
SEE THE FOLLOWING DEPARTMENTAL RECORD CUSTODIAN(S):**

Aaron Darden, President/CEO	Administrative/Board
Andrea O’Dell, Sr. Vice President/CFO	Financial/Development
Ruth Martin, General Counsel	Legal
Arthur Waller, VP—Affordable Housing	Public Housing/Social Services
Terri Cole, VP—Rental Assistance	Section 8/Inspections
Saraa Kami, VP—Communications	Media/Communications
Kent Keith, VP—Construction Services	Contracting/Construction

All individuals listed above are located at: 415 East Independence Ave., Tulsa, OK 74106