

# HOUSING AUTHORITY OF THE CITY OF TULSA

## Open Records Request Policy

### General

The Housing Authority of the City of Tulsa (“THA”) provides access to public records for those who request them in accordance with the Oklahoma Open Records Act, 51 O.S. §24A.1 *et seq* (“ORA”). Upon receipt of a request received in the manner and form set forth below, THA will conduct a reasonable search for responsive records. If responsive records are identified, THA will respond to the request with the responsive records, subject to any applicable exemptions, exceptions and/or redactions. ORA requests are limited to accessing existing records; an ORA request is not a mechanism for asking questions or submitting comments. The more specific the ORA request, the more efficient it is for THA to perform an expedient search for records. Broad requests may significantly extend the time it will take THA to search, review, and release any records. In accordance with the ORA, records may also be subject to other prohibitions or restrictions on public disclosure, including resident privacy rights under federal and state law.

### Submitting Record Requests

Submit the ORA request via the ORA Request Form found at the following [link](#). The completed and signed ORA Request Form can be emailed to [ginny.hensley@tulсахousing.org](mailto:ginny.hensley@tulсахousing.org) or mailed to:

Tulsa Housing Authority  
Attn: ORA Requests  
Executive Office  
415 E. Independence Street  
Tulsa, Oklahoma 74106

### ORA Request Production Fees

Except as otherwise provided by law, the following schedule of fees shall apply to ORA records. Payment of fees in advance of production may be required.

- Twenty-five cents (\$0.25) per page for records having the dimensions of eight and one-half (8 ½) by fourteen (14) inches or smaller, and fifty cents (\$.050) per page for larger pages;
- One dollar (\$1.00) per copied page for a certified copy;
- Five dollars (\$5.00) per CD or DVD
- Direct cost of media for any other media (flash or thumb drive, memory card, or other specialty media)
- Additional fee to recover the direct cost of total time spent searching and copying existing public record(s) to be charged when the request:
  - Is solely for commercial purposes; or
  - Would clearly cause an excessive disruption of the essential functions of THA.