

portable document format. MRHCA may deny records requests for the reasons stated in any of the exceptions to the Open Records Act.

MRHCA will endeavor to answer all records requests within a reasonable time as required by law. Generally, a reasonable period of time is 30 days from receipt of a specific record request depending upon the following factors:

- a. The ability to communicate with the requestor if clarification is needed and if needed regarding federal or state law redaction requirements;
- b. The workload within MRHCA regarding open records requests and general activities;
- c. The inability to produce the record with or without redaction;
- d. The specificity of the written request;
- e. The time needed to determine the applicability of the Oklahoma Open Records Act to the request;
- f. Payment of the fee; and
- g. The size and complexity of the request, availability of the documents requested, and time required for retrieval.

MRHCA generally will charge a fee only for recovery of the reasonable, direct costs of record copying, or mechanical reproduction.

Fee Schedule for Costs of Reproduction

- a. \$0.25 per page for reproduction of records up to 8 ½" x 14" or smaller.
- b. Copies of other media (CD-ROM, flash drive, etc.) shall be the actual costs of reproduction, including labor.

However, if the request is solely for a commercial purpose or would clearly cause a disruption of the essential functions of the public body, then the public body may charge a reasonable fee to recover the direct cost of record search and copying.

Fee Schedule for Request Subject to Additional Recover Costs

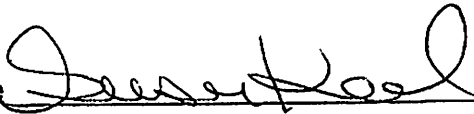
MRHCA reserves the right to recover the actual cost of record search and copying, including labor, if the information requested is not readily available or requires an extended amount of time to retrieve. If MRCHA receives a request that is subject to additional recovery costs, MRHCA may provide the requestor with an estimate of fees and costs before the work begins and require that all fees and costs, including delivery fees, be paid before the documents will be provided. Fees may be paid by check or money order, payable to MRCHA. Fees will be assessed as follows:


- a. \$35.00 per hour for commercial requests or those that cause excessive disruption of office functions (MRHCA defines "excessive disruption" as a request that requires more than 1 hour of actual employee time to compile).

All fees must be paid prior to delivery of requested records.

APPROVALS:

*Signatures indicate approval of the new or reviewed/revise d policy

Signature  Date 7-1-2020
Chairman of the Audit & Corporate Compliance Committee

Signature  Date 07/01/2020
Chairman of the MRHCA Board of Trustees