



## **RECORD COPYING FEES**

### **Sapulpa City Code, Master Fee Schedule, Appendix A:**

**No Fee.** Where a request has been made for the inspection of an open public record no fee shall be charged. (Sapulpa City Code Section 2.2-608)

**Copying Fee.** A fee of twenty-five cents (\$0.25) per page for documents having the dimensions of 8½ x 14 inches or smaller, or a maximum of one dollar (\$1.00) per copied page for a certified copy, shall be charged for photocopying an open public record, such fee to cover the cost of labor, materials and equipment. (Sapulpa City Code Section 2.2-609)

**Mechanical Reproduction Fee:** For copying any open public record which cannot be reproduced by photocopying, such as a computer printout or blueprint, the requester shall be charged the actual cost to the city, including the cost of labor, materials and equipment. (Sapulpa City Code Section 2.2-610)

**Search Fee.** A search fee shall be charged to a requester who is using the record solely for a commercial purpose. Such fee shall be the actual cost to the city for producing the record, including the cost of labor, materials and equipment. (Sapulpa City Code Section 2.2-611)

**Prepayment of Fees.** A prepayment of a fee whenever the estimated amount exceeds \$20.00 shall be required. The prepayment amount shall be an estimate of the cost for copying, mechanical reproduction or searching for the record. Any overage or underage in the prepayment amount shall be settled prior to producing the requested record or delivering the copy or mechanical reproduction of the record. (Sapulpa City Code Section 2.2-612)