Doc # 2026-017123
11/04/2026 09:58:12 AM Total Pg(s): 5
Fee: $ 26.00
Jeanne M. Heidlage, Rogers County Clerk
Rogers County - State of Oklahoma

****THIS PAGE HAS BEEN ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING****

THIS PAGE IS PART OF YOUR RECORDED DOCUMENT
DO NOT REMOVE

ORDINANCE NO. 2026-20

AN ORDINANCE MODIFYING THE DOCUMENT COPYING AND/OR MECHANICAL REPRODUCTION FEE, AND DOCUMENT SEARCH FEE FOR REQUESTS FOR CITY RECORDS; PROVIDING PROCEDURES THEREFOR, AND REPEALING ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; ~~AND ENACTING AN EMERGENCY CLAUSE~~

WHEREAS, the City of Claremore, pursuant to the powers delegated to it by the Oklahoma Constitution, Oklahoma Statutes, and as a Charter City, has the authority to amend Section 40.02 to Chapter 40 of the Claremore Code of Ordinances; and

WHEREAS, in the interest of protecting City resources, including employee time, reasonable fees should be imposed for requests for City records which cause disruption to the essential functions of the City and/or are made for a commercial purpose; and

WHEREAS, the City Council wishes to amend requirements for fulfillment of records requests in accordance with the Oklahoma Open Records Act.

THEREFORE, BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CLAREMORE, OKLAHOMA AS FOLLOWS:

Section 1. Amendment. That the following amendments are made to Title 3, Chapter 40, Section 40.02(A) of the Claremore Code of Ordinances:

There ~~is~~ are hereby established ~~a~~ fees in the following amounts for document copying and/or mechanical reproduction of city records which are subject to copying and/or mechanical reproduction under the Oklahoma Open Records Act, 51 O.S. §§ 24A.1 et seq.:

Black & white copy (not exceeding 8.5 x 14" in size)	.25 per page
Certified copy	$1.00 per page
Oversized copy (exceeding 8.5 x 14")	Actual cost
Small External Storage Device (as required for large digital files)	$20.00
Large External Storage Device (as required for very large digital files)	Actual Cost

~~-wit: $0.25 per page for documents having the dimensions of eight and one-half by 14 inches or smaller and $1 per copied page for a certified copy. The fee for all other records shall be the direct costs of the copying or mechanical reproduction of the record.~~

Section 2. Amendment. That the following amendments are made to Title 3, Chapter 40, Section 40.02(B) of the Claremore Code of Ordinances:

If the request ~~for the document copying and/or mechanical reproduction~~ is solely for commercial purpose or clearly would cause excessive disruption of a city department's or a city office's essential functions, then in addition to the above fee, there shall be charged a document search and review fee as follows:

Employee Search Fee (including review and redaction time)	$30.00 per hour
City Attorney Search Fee (including review and redaction time)	$150.00 per hour

The City does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purposes. The City shall not charge any fees when a state agency or taxing entity located within the boundaries of any district created pursuant to the provisions of the Local Development Act request a copy of the reports created by the City as required by Okla. Stat. tit. 62, § 867.

~~If it is necessary to search the city's records in order to locate the records requested, a reasonable fee to recover the direct cost of the record search, and, if necessary, for time spent reviewing and redacting records prior to production, may be charged if the request is solely for commercial purposes or clearly would cause excessive disruption of the city's essential functions.~~

~~The direct cost shall include, but not be limited to, the total cost of the individual's or individuals' time involved in the record search and reviewing and redacting, including but not limited to base salary, all benefits, taxes, burdens and pension costs.~~

Section 3. Amendment. That the following language is added as Title 3, Chapter 40, Section 40.02(F) as follows, to wit:

Costs associated with the fulfillment of public records requests shall be paid by, or on behalf of the requestor, at the time the records are picked up. The City shall require advance payment of any fees required for fulfillment of records requests when the estimated cost exceeds $75.00 or if the requestor has outstanding fees from previous requests. Any portion of an advance payment that exceeds the costs of responding to the request shall be returned to the requestor at the time of fulfillment. The City Clerk is directed to maintain a fee schedule in accordance with this ordinance and post it at City Hall and the Rogers County Clerk.

Section 4. Amendment. That the following language is added as Title 3, Chapter 40, Section 40.02(G) as follows, to wit:

All requestors of City records must complete their requests through City's website or using a form created by the City Clerk. All records requests shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request

that the requestor provide a more precise explanation or description of the records requested. If a records request does not describe the requested records with reasonable specificity, the City will require the requestor to clarify the request. To have reasonable specificity, a request shall:

a. specify the general time frame within which the requested records would have been created or transmitted;

b. seek identifiable records, rather than general information without any qualifiers or other specifications; and

c. include search terms that are sufficiently specific to assist the City in identifying the records requested.

If the City has engaged with the requestor to seek the information needed to fulfill the request and to identify the records sought by the requestor, including providing the requestor with general topics or a specific list of records related to the request, the request may be denied if it is still not reasonably specific.

The City shall produce records in a reasonably prompt manner, taking into consideration the accessibility of the record, the number and type of records requested, and the press of City business.

Section 5. Publication. The City Clerk is hereby ordered and directed to cause this ordinance to be published as required by law.

Section 6. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. Emergency Clause. An emergency is hereby declared to exist whereby it is necessary for the preservation of the public health, safety and welfare of the inhabitants of the City of Claremore, Oklahoma, that this Ordinance shall be in full force and effect immediately from and after its passage, approval and adoption.

APPROVED AND ADOPTED this 19th day of October, 2026.

Debbie Long

Debbie Long, Mayor
City of Claremore, Oklahoma

ATTEST:

Sarah Sharp, City Clerk

(seal)

Approved as to Form:

Adam Heavin, City Attorney