



## STATEWIDE VIRTUAL CHARTER SCHOOL BOARD

### STATE OF OKLAHOMA

FILED IN OFFICE  
COUNTY CLERK  
OKLAHOMA CITY, OKLA  
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DAVID B. HOOTEN County Clerk, Okla. Cnty.

*T. W. W. W.*  
Deputy

The Oklahoma Statewide Virtual Charter School Board (SVCSB) complies with the Oklahoma Open Records Act. Upon request, SVCSB records are available for public inspection and copying, except for records which are confidential under state or federal law (51 O.S. § 24 A.5.)

SVCSB records may not be removed or rearranged during inspection. Records must be kept in the order in which they were provided. Use of writing instruments while viewing agency records is prohibited. The requestor must designate the records to be copied with use of non-destructive markers.

#### Fee Schedule:

- a. \$0.25 per page for photocopies of records up to 8 ½ x 14" or smaller
- b. Copies of other media shall be actual cost of reproduction including labor.
- c. \$1.00 per page for certified copies

#### Search Fees:

SVCSB reserves the right to charge the actual cost of reproduction including labor if the information requested is not readily available or requires an extended amount of time to retrieve.

- a. \$25.00 per hour search fee for commercial requests or those that cause excessive disruption of office functions.
- b. \$35.00 per hour cost of labor fee when computer programming or computer processing time is required.

All fees for copies, including delivery fees, must be paid by check or money order, payable to SVCSB before the documents are provided.