

RESOLUTION 2022-02

**A RESOLUTION DESIGNATING A CUSTODIAN OF RECORDS AND PERSONS  
AUTHORIZED TO RELEASE RECORDS, AND ESTABLISHING FEES PURSUANT  
TO THE OKLAHOMA OPEN RECORDS ACT**

**WHEREAS**, certain records of the City of Marietta shall be open to any person pursuant to 51 O.S. Section 24A.5; and

**WHEREAS**, the City of Marietta may establish fees under the Oklahoma Open Records Act for the copying and reproduction of open records;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

**SECTION 1.** The City Clerk is designated as the official custodian of City records.

**SECTION 2.** Employees of the Office Management Department shall be designated as persons who are authorized to release records of the public body for inspection, copying, or mechanical reproduction.

**SECTION 3.** The following fee schedule shall be established for the copying and reproduction of open records and shall be posted as required by statute:

A fee of \$0.25 (twenty-five cents) per page of each separate document shall be charged for photocopying or printing an open public record. A fee of \$1.00 (one dollar) shall be charged for each copied page for a certified copy.

A fee of \$5.00 (five dollars) for the mechanical reproduction of any open record which cannot be reproduced by photocopying or printing, such as a computer file, blueprint, audio recording, or video recording.

A fee of \$25.00 (twenty-five dollars) per hour for the search of records solely for a commercial purpose or when the request would clearly cause excessive disruption of the essential functions of the public body.

A fee of \$5.00 (five dollars) for notarial acts.

**PASSED** by the City Council and **SIGNED** by the Mayor of the City of Marietta this 8<sup>th</sup> day of February 2022.

CITY OF MARIETTA

  
KIMBERLY FRAIRE, MAYOR

ATTEST:

  
DOTTIE GWIN, CITY CLERK



