



**Tulsa County Juvenile Justice Trust Authority
OPENS RECORDS NOTICE
TITLE 51 O.S. §24A.6**

2:13 pm, Dec 02, 2024

**DAYS OF THE WEEK WHEN RECORDS ARE AVAILABLE FOR
INSPECTION, COPYING OR MECHANICAL REPRODUCTION**

The public records maintained or kept by the Tulsa County Juvenile Trust Authority (“TCJJTA”) are available for inspection, copying or mechanical reproduction from 10:00 a.m. to 12:00 p.m. and 2:00 p.m. to 3:00 p.m., Tuesday through Thursday, excluding holidays.

INDIVIDUAL IN CHARGE OF THE RECORDS

Rosemary Brown is the person in charge of the records for the TCJJTA. Ms. Brown’s contact information is as follows:

Mailing address: Tulsa Center for Juvenile Justice
500 West Archer Street
Tulsa, Oklahoma 74103

Phone Number: (918) 596-5902

E-mail: rbrown@tulsacounty.org

PROCEDURES FOR OBTAINING ACCESS TO TCJJTA RECORDS

If you are interested in inspecting a document(s) that are maintained or kept by the TCJJTA, you may do so by contacting Rosemary Brown and arranging to inspect the document(s), in the TCJJTA office, with the TCJJTA staff present, on the days, and during the times set forth above. So long as equipment is available, copies will be made. In the event that you request more than 20 copies, prepayment may be required. A search fee of \$17.13 per hour (or fraction thereof) shall be charged for conducting a search of records if such search is requested for the use by a commercial enterprise. No search fee shall be charged to a citizen, scholar or news media representative unless such a search is requested in a way to become burdensome on the office.

Copies of any documents may be made for a fee. The fee schedule is posted below.

REQUESTOR'S INFORMATION (PLEASE PRINT):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Organization Represented: _____

INFORMATION BEING REQUESTED (PLEASE PRINT):

Purpose of Request: ___ Commercial ___ Media Related ___ Other

Additional Information: _____

Items Requested: _____

It is the policy and practice of the Tulsa County Juvenile Justice Trust Authority (TCJJTA) to comply fully with all applicable State Laws related to Open Records request. The Tulsa County Juvenile Justice Trust Authority requests that this form be filled out in order to help facilitate all requests and to enhance communication between TCJJTA and the citizens it serves.

In accordance with state law, the TCJJTA may, in certain circumstances, obtain a research fee to retrieve the requested records. If there is an applicable fee, you will be notified in advance if the fee must be paid prior to the records being retrieved.

In addition to a possible research fee, a copy fee of \$0.25 cents per page or \$1.00 per page for certified copies is required. By signing this form you are indicating that all information included on his form is correct and complete to the best of your knowledge, and you are agreeing to the terms and conditions stated herein.

Signature: _____ Date: _____



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RECORD FEE SCHEDULE

2:13 pm, Dec 02, 2024

Photocopy reproduction of any existing records:

- Per image up to 8.5 x 14 paper.....\$ 0.25 per page
- Per image up to 11x17 paper.....\$ 0.35 per page
- Engineering drawings up to copier capacity.....\$ 2.50 per page

Computer generations:

- Per page up to capacity.....\$ 0.25 per page

Certified Copies:

- Per page.....\$ 1.00 per page

If a fee is expected to exceed \$5.00, the fee must be paid in advance or prior arrangements for billing must be made with the TCJJTA.

RECORDS SEARCH FEES

Record Search Fees apply only to persons, corporations or entities requesting records for a commercial purpose.

The Fee for a records search shall be based on the **ACTUAL COST** of time plus materials consumed in the search. This is in addition to the charge for reproduction of any document.

Records search fees shall not be assessed with the public release both said documents is in the public interest, including, but not limited to, released to the news media, scholars, offers and tax payers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully and competently performing their duties as public servants. The fees shall not be used for the purpose of discouraging request for information or as obstacles to disclosure of requested information.