

ODMHSAS POLICY AND FEE SCHEDULE FOR OPEN RECORDS REQUESTS

Effective January 1, 2026

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) complies with the Oklahoma Open Records Act (51 O.S. §§ 24A.1 *et seq.*). The Oklahoma Open Records Act gives you the right to access, review, and copy certain non-exempt ODMHSAS records. The Oklahoma Open Records Act does not address those records specifically required by statute or regulations to be kept confidential.

A written record(s) request should specifically describe the record(s) requested, the names, type of record, a relevant time frame, the purpose of such request, whether personal, public interest, or commercial, and any other pertinent information.

ODMHSAS may charge a fee only for recovery of the reasonable, direct costs of record copying, or mechanical reproduction and may not charge a search fee when the release of records is in the public interest or to the news media.

All statutory provisions regarding confidentiality will apply.

Search Fee Schedule for Costs of Reproduction

- (1) Computer disk or jump drive provided per disk/jump drive required;
Actual cost per disk/jump drive, plus any research time required to complete the search.
- (2) Photocopies, per page – twenty-five cents (\$0.25); certified copy per page - \$1.00
- (3) Facsimile (fax) fee, per page - \$1.00
- (4) Staff research time, when available (per hour)
 - (A) Administrative Staff - \$25.00
 - (B) Direct care nursing staff - \$75.00
 - (C) Legal review time - \$100.00
- (5) Reproduction of Board meeting recordings, if available;
 - (A) Audio recording, each - \$25.00
 - (B) Video recording, each - \$25.00

- (6) Many ODMHSAS records, which are available and may be obtained from ODMHSAS' website www.odmhsas.org at no charge.

All fees must be paid by check or money order, payable to ODMHSAS, before the material is reviewed or copies are delivered. Fees are paid by check or money order. ODMHSAS does not accept cash.

Please send Open Records requests to: OpenRecordsRequest@odmhsas.ok.gov.

Approved this 22nd day of December, 2025.



Gregory Slavonic
Interim Commissioner
Rear Admiral, USN (Retired)
Oklahoma Department of Mental Health & Substance Abuse Services