

Mayes County Assessor's Office

Records Reproduction Policy
(2008 revision)

The Mayes County Assessor's Office hereby adopts the following Records Reproduction Policy in order to ensure and facilitate the public's right of access to the records of the Mayes County Assessor's Office and in order to implement procedures where the essential functions of the Mayes County Assessor's Office shall not be adversely disrupted.

1.0 General Requests (Paper Copies)

1. A copying fee of \$25 per page will be charged for documents having the dimensions of eight and one-half (8 1/2) by fourteen (14 inches) or smaller. (Pursuant to O.S. 51 § 24A.5.2)

2. A copying and document search fee may be charged if solely for commercial purposes only. (Pursuant to O.S. 51 § 24A.5.2a)

3. A charge of \$1 will be charged per field card requested.

A charge of \$1 per page will be charged for General Reports requested to be printed out of the computer.

An additional fee will be charged for Custom Reports for the following:

requiring 15-30 minutes- \$5

requiring 31-60 minutes \$10

1.1 The following flat fees shall be charged for reproduction of standard section or plat maps (black and white) in paper form (Pursuant to O.S. 28 § 60):

1. 'A' size approximately 8 1/2" X 11".....\$5.00 Color \$7.50

2. 'B' size approximately 11" X 17"

'C' size approximately 17" X 22"

'D' size approximately 22" X 34"..... \$7.00 Color \$12.00

3. 'E' size approximately 34" X 44" & approximately 36 X 48"
.....\$10.00 Color \$20.00

1.2 8 1/2" X 14" maps and colored aerials, letter or legal size,\$7.50

1.3 Individual property owners obtaining copies of their own records shall be exempt from the provision of this law.

2.0 Electronic Media

See attached "Electronic Data Production Policy" approved by the County Assessor's Association of Oklahoma on October 24, 2008.

For more information on parcel data extracts, contact the Mayes County Assessor's Office at (918) 825-0625. All requests shall be handled in a timely manner so as not to disrupt the essential functions of the Mayes County Assessor's Office.

3.0 Payment

3.1 Payment for all copies of records made by the Mayes County Assessor's Office shall be made to the Mayes County Assessor's Office in advance or at time of delivery. A receipt in evidence of payment shall be provided at the time copies are delivered.

3.2 Cash, money order, certified check, or business/company check made payable to Mayes County Assessor's Fee Fund shall be the required method(s) of payment.

3.3 All dishonored checks shall be forwarded to the Mayes County District Attorney's Bogus Check Division for collection or further prosecution.

3.4 All fees for copies or any records search not specified in this policy shall be reviewed and the cost therefore determined on a case-by-case basis and all such requests shall be handled so as not to disrupt the essential functions of the Mayes County Assessor's Office.

3.5 The fees for services set forth herein shall be revised as necessary by the Mayes County Assessor's Office to reflect increases or decreases in wages, computer service costs, search fee charges and other applicable necessary expenses.

4.0 Reservation of Rights

4.1 The Mayes County Assessor's Office reserves the right to reschedule the times set forth hereinabove for the reproduction of documents and computer information in the event that the production of the same would cause excessive disruption of essential functions of the Mayes County Assessor's Office.

4.2 The Mayes County Assessor's Office may, at its sole discretion, enter into agreements to exchange like-kind information or services in lieu of fees.

5.0 Posting of Records Reproduction Policy

5.1 This Records Reproduction Policy was posted in the Mayes County Assessor's Office on September 24, 2009.

5.2 This Records Reproduction Policy was delivered to Mayes County Clerk Rita Littlefield for filing in the Mayes County Clerk's Office on September 24, 2009.

MAYES COUNTY ASSESSOR, LISA MELCHIOR

Proposed Electronic Data Production Policy

Parcel data for Mayes County will be available in electronic format for purchase on DVD/CD-ROM. The electronic data will include copies of the assessment administration files, real property characteristics sketch files, and other related assessor's office files resident on the county's designated computer(s). Fees for such data will be determined by one of the following four schedules.

Table with 4 columns: Schedule A (\$150 initial base charge, plus 1/4 cent per parcel), Schedule B (\$250 initial base charge, plus 1/4 cent per parcel), Schedule C (\$250 initial base charge, plus 1/2 cent per parcel), Schedule D (\$350 initial base charge, plus 1/2 cent per parcel).

Schedule qualifications

Parcel count:

- Counties with 200,000+ real property parcels = Schedule A
Counties with 75,000-199,999 real property parcels = Schedule B
Counties with 20,000-74,999 real property parcels = Schedule C
Counties with 1-19,999 real property parcels = Schedule D

Assessor's Office staff size:

- Staff of 50+ personnel = Schedule A
Staff of 21-49 personnel = Schedule B
Staff of 7-20 personnel = Schedule C
Staff of 1-6 personnel = Schedule D

Mayes County has determined, based on one or both of the above qualifications, to adhere to Schedule C. The Mayes County Assessor's Office has also posted the selected fee schedule for electronic data in the office of the county assessor and has filed the appropriate schedule documentation in the office of the Mayes County Clerk.

Note that if multiple extractions have to be performed, then a subsequent base charge of \$50 per additional database or download will be assessed in addition to the initial base charge listed above.