

# Ken Yazel

## Tulsa County Assessor

### Records Reproduction Policy

Revised: June 19, 2012

In order to ensure and facilitate the public's right of access to the records of the Tulsa County Assessor's Office and in order to implement procedures whereby the essential functions of the Tulsa County Assessor's Office are not disrupted, the following Records Reproduction Policy is hereby adopted:

#### 1.0 Land Records

The Tulsa County Assessor is not the legal repository of property ownership records for Tulsa County. That is a statutory duty of the County Clerk. Ownership data available from the Assessor's records is provided for informational purposes and may not be fully up to date at the time they are accessed, printed, or copied.

#### 2.0 General Printing Requests of Public Records

- 2.1 A charge for providing copies of public records is authorized by Oklahoma Statute, 51 O.S. § 24A.5. The statute allows a charge of up to \$.25 per page copying fee for documents having the dimensions of eight and one-half (8 ½) by fourteen (14) inches or smaller.
- 2.2 Individuals requesting copies of records for their own property are not subject to copying fees.
- 2.3 General copying requests may be submitted to the Assessor's office during regular business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.
- 2.4 Oklahoma Statute, 51 O.S. §24A.5 provides for a fee of one dollar (\$1.00) per copied page for a certified copy; however, there is no statutory authority for a County Assessor to certify any document or record. Therefore, Tulsa County Assessor personnel have in prior instances typed or written (and now can rubberstamp) the wording... "This is a true and accurate copy of the official records of the Office of the Tulsa County Assessor"... and then dated, signed, and notarized the copy. Others needing a copy, including courts, have accepted such documents so noted and notarized, and the same fee will be applied on these records, as if certified.
- 2.5 Copies of photographs of buildings in Tulsa County are available on the same fee basis as the above documents, i.e. at a fee of \$.25 per page.

3.0 Printing of Maps

3.1 Pursuant to O.S. 28 §60, the following flat fees shall be charged for reproduction of standard quarter section maps in paper form:

	<u>Black and White</u>	<u>Color</u>
1. 'A' size approximately 8 ½ " X 11".....	\$5.00	\$8.00
2. 'B' size approximately 11" X 17" 'C' size approximately 17" X 22" 'D' size approximately 22" X 34".....	\$7.00	\$10.00
3. 'E' size approximately 34" X 44".....	\$10.00	\$14.00

Individual property owners obtaining records for their own property shall be exempt from this provision of the law. This data is generally available from the Tulsa County Assessor's office in the form of a public data sheet.

3.2 Map reproductions may be obtained from the Assessor's office during regular business hours.

3.3 Electronic Database and Maps of Tulsa County Assessor Parcels -

The Tulsa County Assessor staff has created "Tulsa View", an electronic version of county parcel data, for public use. This is provided in DVD format and contains a searchable database of Tulsa County property records as well as Tulsa County parcel maps in Shape file format. (Note: a Shape file is a standards based electronic data format for displaying property boundaries and related attributes.) The DVD is provided once a year in July. The original purchase price is \$200. There is a pro-rated reduction in the price each successive three month period throughout the year until the following July. The cost of renewing the data each year is \$200. The purchase price for this data conforms to the State Board of Equalization (SBOE) fee schedule for electronic data purchased for commercial purposes. "Tulsa View" meets the definition of a custom data request and the price is based on the \$50 per hour fee set forth in the SBOE fee schedule. More information can be obtained by contacting the Assessor's office at (918) 596-5100.

3.4 Shape Files in Zip Format on CD or DVD

The Tulsa County Assessor staff will create, upon written request, an electronic database in ZIP format or on CD or DVD of parcel data specified by a public requestor. The purchase price for this data conforms to the SBOE fee schedule for electronic data purchased for commercial purposes. The extraction of Shape File data meets the definition of a custom data request and the price is based on the \$50 per hour fee set forth in the SBOE fee schedule. More information can be obtained by contacting the Assessor's office at (918) 596-5100.

#### 4.0 Computer Data and Reports

- 4.1 Requested copies of the assessment administration records (property characteristics, ownership, address, etc.) and other related files resident on the Tulsa County Assessor's computer system can be copied to CD or DVD. The Tulsa County Assessor's Office will provide record layout(s) and related documentation upon request. Format of the data is standardized. It may be requested by subdivision, township-range, section, or by neighborhood. This data may be delivered as an Access database, Excel document, or delimited text file. The purchase price for this data conforms to the SBOE fee schedule for electronic data purchased for commercial purposes. The extraction of this data meets the definition of a custom data request and the price is based on the \$50 per hour fee set forth in the SBOE fee schedule.
- 4.2 Subdivision data is available from the 'Platted Property Index' book, or this same information is available as a delimited text file on a CD or DVD. The cost for the book, CD, or DVD is \$5.00.
- 4.3 Customized ownership data and reports based on single or multiple criteria are available. The purchase price for this data conforms to the SBOE fee schedule for electronic data purchased for commercial purposes. The extraction of this data meets the definition of a custom data request and the price is based on the \$50 per hour fee set forth in the SBOE fee schedule. Customized data or reports may be ordered by contacting the Assessor's office at (918) 596-5100.

#### 5.0 Digital Images of Buildings

- 5.1 Digital images of buildings in Tulsa County, in a JPEG format, can be provided on CD or DVD. The purchase price for this data conforms to the SBOE fee schedule for electronic data purchased for commercial purposes. The extraction of this data meets the definition of a custom data request and the price is based on the \$50 per hour fee set forth in the SBOE fee schedule. Digital building image CD's or DVD's may be ordered by contacting the Assessor's office at (918) 596-5100.

#### 6.0 Payment Process

- 6.1 Payment for all copies and data records provided by the Tulsa County Assessor's Office shall be given to an Assessor's Office employee, and the payment will be processed according to the Assessor's cash register procedure. A receipt evidencing payment will be provided at the time copies are delivered and payment is completed.
- 6.2 Cash, certified check, or company check made payable to Ken Yazel, Tulsa County Assessor, is the required method of payment.
- 6.3 All dishonored checks shall be delivered to the Tulsa County District Attorney's Bogus Check Division for collection or prosecution.

6.4 All costs for copies, data, or any records search for records 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 Tulsa County Assessor's Office.

#### 7.0 State Board of Equalization (SBOE) Fee Schedule

7.1 On December 1, 2011, the SBOE adopted an assessor fee schedule for the search, production and copying in electronic and/or digital format of property data, administration files, sketches and pictures for the real property maintained within the county assessors' computer systems. The schedule applies only to data requests made for commercial purposes. The SBOE fee schedule establishes a fee of \$50 per hour with a one hour minimum and time in excess of one hour billed on a half-hour basis. Time dedicated to fulfilling these requests includes both machine time and labor used directly in the fulfillment of the request.

7.2 Custom Data Extraction - Copyright and license terms between the Tulsa County Assessor and its software vendors places certain limitations on what can be provided to a requestor. In addition, raw data provided from the Assessor's data tables would be of no practical value to a requestor. Neither of these constraints precludes the Assessor's office from fulfilling a request. However, doing so will in each case require a custom data extraction.

7.3 The SBOE is required to review its county assessor fee schedule each year at its December 1 meeting. The Tulsa County Assessor Records Reproduction Policy will be amended as necessary to conform to any modifications the SBOE might make to their fee schedule.

#### 8.0 Time to Fulfill Requests

8.1 Title 68 O.S. §2864 addresses the amount of time to be allocated for the fulfillment of data requests described in this document:

Records not readily available at the time of request shall be provided by the custodian of records within a reasonable time after receipt of the request. A reasonable time shall be presumed to be three (3) working days or less. The period may be extended by the custodian if extenuating circumstances exist. The period of extension shall not exceed seven (7) working days, unless:

1. The period of extension is agreed to by both parties;
2. The request is voluminous; or
3. Fulfilling the request would impair the custodian's ability to discharge its duties.

9.0 Reservation of Rights

- 9.1 The Tulsa 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 Tulsa County Assessor's Office.
- 9.2 The Tulsa County Assessor's Office may, at its sole discretion, enter into agreements to exchange like kind information or services in lieu of chargeable fees.
- 9.3 The Tulsa County Assessor reserves the right to modify this Records Reproduction Policy at any time.

10.0 Posting of Records Reproduction Policy

- 10.1 This Revised Records Reproduction Policy shall be posted in the Tulsa County Assessor's Office on June 19, 2012.
- 10.2 This Records Reproduction Policy shall be filed with the Tulsa County Clerk.



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