

Town of Hochatown, OK
P.O. Box 459
Broken Bow, OK 74728
(580) 494-7390
info@hochatown.gov
Adam Vossen, Town Administrator



Hochatown Board of Trustees
Chad Sargent, Mayor
Todd McDaniel, Trustee
Dian Jordan, Trustee
Howard Haggard, Trustee
Brenda Walters, Trustee

TOWN OF HOCHATOWN, OKLAHOMA

COPIES

SERVICE / ITEM	FEE
Black & White (up to 8 1/2 x 14)	\$0.25 per page
Color	\$0.50 per page
Certified Copy - general Town records	\$1.00 per page
Digital delivery by email or secure link	No additional charge
Town-supplied flash drive or other physical electronic media	Actual cost + \$5.00

To protect the Town's information-technology systems, requester-supplied flash drives or other external storage devices will not be connected to Town computers. If electronic media is necessary, the Town will provide the media and charge the fee stated above.

HOCHATOWN POLICE DEPARTMENT RECORDS

SERVICE / ITEM	FEE
Incident / Offense Report (up to 10 pages)	\$5.00 flat fee
Incident / Offense Report - additional pages	\$0.25 per page after first 10 pages
Traffic Collision (Crash) Report - non-certified	\$7.00 per report
Traffic Collision (Crash) Report - certified	\$10.00 per report
Photographs - printed or digital on Town-provided CD/USB (up to 20 photos)	\$1.00 per photo
Photographs - 21 or more photos	\$15.00 flat fee
Body-Camera / In-Car Video / Audio	\$25.00 base fee + actual cost of media/redaction time at \$25.00/hour; 1-hour minimum

State of Oklahoma McCurtain Co., SS
This instrument was filed for record

2:00 o'clock pm

SEP 02 2026

and duly recorded in book _____ page _____

Trish Ricketts, County Clerk

by Adam Vossen Deputy

3 pages



Certification by Police Department (official seal/stamp), when not included in a certified crash-report fee	\$3.00 per document
Electronic delivery by email or secure link	No additional charge
Mailing / shipping	Actual cost

Police Department fee waivers / free copies. One free copy of an incident or collision report will be provided to: (1) a victim of the crime or offense; (2) a driver, passenger, or vehicle owner involved in the traffic collision; or (3) an authorized insurance-company representative with written permission from an involved party. Fees may be waived or reduced by the Chief of Police when release clearly serves the public interest, including non-commercial news reporting.

SEARCH / RESEARCH FEE*

SERVICE / ITEM	FEE
Town staff / clerk / administrative search or research time	\$25.00 per hour, billed in 15-minute increments
Police Department search / research time	\$25.00 per hour, billed in 15-minute increments

* A search fee will be charged only when authorized by the Oklahoma Open Records Act, including a request made solely for a commercial purpose or a request that would clearly cause excessive disruption of the Town's essential functions. No search fee will be charged when release of the records is in the public interest as provided by law.

LEGAL REVIEW / REDACTION FEE*

SERVICE / ITEM	FEE
Routine staff review / redaction that is lawfully chargeable and not covered by a specific Police Department fee	\$25.00 per hour, billed in 15-minute increments
Attorney review / redaction, if lawfully chargeable	Actual direct cost; estimate provided before work begins

* Before charging a legal-review or redaction fee, the Town will advise the requester of the estimated time and estimated total charge. Police body-camera, in-car video, and audio requests are subject to the specific Police Department fee stated above.

PAYMENT, DEPOSITS, AND OTHER COSTS

- Payment is required in advance when estimated costs exceed \$75.00 or when the requester has outstanding fees from prior requests. Any advance payment exceeding the actual cost of responding to the request will be refunded.
- Requests involving extensive redaction, large volumes of records, or video/audio reproduction may require a cost estimate and lawful deposit before processing begins.

- Payment may be made by cash, check, or money order payable to "Town of Hochatown." Credit/debit card payments may be accepted when available.
- Items mailed or shipped are subject to the actual cost of postage or shipping.
- Any sales tax legally required to be collected will be added unless the requester provides proof of tax-exempt status.

ADMINISTRATION

This schedule is intended to be read together with the Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq., the Town's Open Records Request Form, and Resolution No. 2025-17. If a specific fee established by Resolution No. 2025-17 applies to a Police Department record, the Police Department fee controls over a general fee in this schedule. The Town may waive or reduce fees when authorized by law or Town policy.