

Jefferson County Election Board

220 North Main-Room 203 Waurika, OK 73573

NOTICE IS HEREBY GIVEN THAT THE JEFFERSON COUNTY ELECTION BOARD HAS SET THE FOLLOWING POLICY FOR THE AVAILABILITY OF AND FEES FOR THE INSPECTION, COPYING, OR MECHANICAL REPRODUCTION OF COUNTY ELECTION BOARD RECORDS:

1. Records are available Monday through Friday, 8:00 a.m. to 2:00 p.m., excluding Absentee In-Person Voting days, the Monday before Election Day and Election Day, Wednesday through Friday following Election Day, Candidate Filing Period days, and the Wednesday through Friday following Filing Period, weekends, and holidays.
2. Persons in charge of all records are Tammy Richardson, Secretary and Randi Willis, Assistant Secretary.
3. The following fees will be charged for printing of information/reports:
 - a. Computer generated paper copies/reports - \$.25 per page
 - b. Photocopies - \$.25 per page
 - c. Computer generated reports on flash drive – current cost of media purchased by County Election Board
 - d. Postage costs related to the delivery of information through the USPS
4. The following fees will be charged for the County Election Board staff time spent fulfilling open records requests:
 - a. \$15.00 per hour for all the time spent retrieving documents, mechanical reproduction of documents, packaging of documents for delivery.
5. Records may be requested by completing a “Open Records Request” form and submitted in-person or email.

Tammy Richardson, Secretary
Jefferson County Election Board