



Office of the City Clerk

March 12, 2025

Via NextRequest Portal Only: kenneth@bcmssports.net

Kenneth Crawford
1308 Castle Creek Street
Shawnee, Oklahoma 74804

Re: Records Request 25-68

Good afternoon,

As noticed in the Oklahoma Open Records Act Title 51, OS§24A.5 (4)(b): “However if the request...would clearly cause excessive disruption of the essential function of the public body, then the public body may charge a reasonable fee to recover the direct cost of record search and copying...”

It is estimated that compiling the requested documentation will take Staff approximately 100 hours. It is estimated that reviewing the requested documentation will take Staff approximately 25 hours. Please be advised that prepayment is required in the amount of \$11,283.00 (100 hours at \$56.58 per hour and 25 hours at \$225.00 per hour) to comply with this request.

If you wish to proceed with the request, please provide a money order or cashier’s check made payable to the City of Shawnee in the above referenced amount. We also accept cash. Payment can be mailed to: *City of Shawnee, Attn: City Clerk, Post Office Box 1448, Shawnee, Oklahoma 74802* or hand-delivered to the City Clerk’s office, Suite 212, 16 West 9th Street. Once we have received your response and prepayment, we will begin compiling the requested documentation. We anticipate 120 days to fulfil this request.

Please note if the direct cost exceeds the prepayment amount, the remainder will be required prior to the records being released. If the direct cost is less than the prepayment amount, a refund check will be issued to you.

Sincerely,

Lisa Lasyone

Lisa Lasyone, MMC
City Clerk