

**REQUEST FOR INSPECTION OR COPYING
OF CITY PUBLIC RECORDS**

Name of City Department _____ Date _____

Name _____ Phone Number _____

Address _____

This request is for [] **INSPECTION** or [] **COPYING** (please check one) of the following described records pursuant to the Oklahoma Open Records Act:

Record Title/Date	Number of Copies
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

RECORD CUSTODIAN SHALL NOTE IN MARGIN ANY RECORD NOT PRODUCED

This request is made for **business** or **personal** need. **(Circle one)** I have been advised that a charge for copying public records is authorized by state law and has been established by the City of Tulsa.

Signature

Title or Business Identity (If Applicable)

INTERNAL USE ONLY

Request Date _____ Produced Date: _____

Request Time _____ Produced Time: _____

Delay in Production Yes or No _____ copies made

Reason _____ Charge for non-office equipment

\$ _____

Search Fee Charged Yes or No Search time _____ hours, _____ minutes

Total Charges \$ _____

Charges Paid \$ _____ Receipt Number _____

The following record(s) were not produced for the reason(s) indicated:

<u>Record</u>	<u>Reason</u>
1. _____	_____
1. _____	_____
1. _____	_____
1. _____	_____

Signature of Record Custodian _____