

**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)

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**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 \_\_\_\_\_