



The City of
OKLAHOMA CITY
Frances W. Kersey, City Clerk

Request for Inspection and Copying of Records

Name (Print)
Address City State Zip
Telephone FAX E-mail
Firm

Check, if applicable:

News Media Scholar Author OKC Citizen \*Commercial Purpose

Description of Record(s) Requested:

Multiple horizontal lines for describing the record(s) requested.

I acknowledge and agree that: 1) \$.25 per page will be charged for each letter/legal document copied or faxed; 2) prices range from \$3.73 to \$20.67 per page for oversized documents; 3) copies provided on CD or DVD are \$4.00 per disc; 4) \*additional fees (\$ .30 per minute) may apply if the request is solely for a commercial purpose or causes an excessive disruption as determined by the City Manager; 5) payment in advance may be required; 6) a fee of \$7.25 per quarter hour will be charged to create a record when the data does not exist; 7) fees are provided for notary and certification services; and 8) a handling charge of \$4.00 for mailing or shipping (plus postage) may apply.

Signature: Date of Request

(Office Use Only)

Date request received: Date produced:
Inspection of record only: Number of copies made:
Records withheld Yes No Reason:
Estimated copy fee: Deposit amount: How paid:
Actual copy fee:
Additional fee: Time spent completing request
Clerk complying with request Date:

Forward request to: City Clerk's Office
200 North Walker, 2nd Floor
Oklahoma City, OK 73102
FAX 405-297-3121/Phone 405-297-2391
e-mail cityclerk@okc.gov

Empty rectangular box at the bottom of the page.