The City of Stillwater OKLAHOMA

STILL PIONEERING

City Clerk's Office
723 S. Lewis Street/P.O. Box 1449
Stillwater, Oklahoma 74076-1449

Office: (405) 742-8243
Fax: (405) 742-8208
E-mail: echrz@stillwater.org
Web: stillwater.org

Request for Open Record Inspection and Reproduction

(To be completed by Requester)

Name: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

Is this request for commercial purposes? Yes [ ] No [ ]

Records and/or copies requested. Provide specific description of records.

RECORD TITLE	RECORD DESCRIPTION	RECORD DATE

Number of copies: [ ] **Inspection only: [ ]**

Fees: A charge for records request is authorized by State Law and has been established by the City. These charges are set at a level to compensate for the direst costs incurred in honoring a request. The fee schedule established by the City is posted and available upon request.

» » **Signature of Requester:** _____ **Date:** _____

Prepayment required: Yes [ ] No [ ]

Time of Request:

Date: _____

Time: _____

Time Access/Copies Provided:

Date: _____

Time: _____

Staff Time: _____ (hours) _____ (minutes)

Number of copies: _____ (@ $ _____) Total Copy Fees: $ _____

Staff time: _____ (@ $ _____) Total Staff Fees: $ _____

Other charges: _____ Total Other Fees: $ _____

TOTAL FEES: $_____

Record Custodian: _____ **Date:** _____