

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

Name of City Department \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

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. (please check 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. _____      | _____         |
| 2. _____      | _____         |
| 3. _____      | _____         |
| 4. _____      | _____         |

Signature of Record Custodian \_\_\_\_\_