

OPEN RECORD REQUEST AND FEE SCHEDULE

CITY OF BROKEN ARROW, OKLAHOMA

CHARGES: A cumulative charge for record search and copying is authorized by state law and has been established by the City. These charges are set at a level to compensate the City for actual costs incurred in honoring your request.

NOTE: All fees are due at the time the request is made and are **NON-REFUNDABLE**. Searches for commercial purposes or those that are disruptive of City operations are subject to a \$20.00 per hour search fee.

PERSON REQUESTING RECORD:

NAME: _____

Please Print

City, State

Zip Code

ADDRESS: _____

PHONE: () _____

DATE: _____

RELATIONSHIP TO PARTY IN RECORD: (Please Check One)

SELF

SPOUSE

PARENT

OTHER: _____

Please Describe

Please provide a specific description of the record(s) you want copied. Generic requests cannot be accepted.

Record Title/Date

Check box if requesting CERTIFIED COPY

1. _____
2. _____
3. _____

WARNING: I swear under penalties of perjury, that any accident report or related investigation is not being requested, examined, reproduced or otherwise to be used for commercial solicitation purposes.

PHOTO ID VERIFIED

By Records Dept.

X _____

Signature

TO BE COMPLETED BY RECORD CUSTODIANS ONLY (Do not write in shaded areas)

COPY FEES:

COPY CHARGE: _____ @ \$0.25/standard page

AUDIO/CD/VCR: _____ @ \$2.00/copy

SPECIAL SIZED PAPER: _____ @ \$0.50/page

Time Request Received:

Time Records Assembled:

Date: _____ Time: _____

Date: _____ Time: _____

TOTAL CHARGES:

Received By: _____

Received By: _____

PREPAID: _____

Time Available/Denied:

Time Record/Notice Released:

DUE: _____

Date: _____ Time: _____

Date: _____ Time: _____

BALANCE: _____

Received By: _____

Received By: _____

Revised 05-21-2015

FOR POLICE RECORDS RETURN TO: 1101 N. 6TH STREET, BROKEN ARROW, OK 74012
ALL OTHER RECORDS RETURN TO: City of Broken Arrow - Attn: City Clerk, P. O. Box 610
Broken Arrow, OK 74013