**OPEN RECORDS 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 direct costs incurred in honoring your request.

**NOTE**: All fees are due at the time the request is fulfilled and are **NON-REFUNDABLE**. ***Searches for commercial purposes or those that are disruptive of City operations are subject to a search fee representing the direct cost to the City of Broken Arrow.***

**PERSON REQUESTING RECORD**

|  |
| --- |
| NAME:  |
| ADDRESS: |
| CITY/STATE/ZIP:  |
| PHONE: ( ) |  DATE: |  |

 RELATIONSHIP TO PARTY IN RECORD: *(Please Check One)* Commercial Request YES NO

|  |  |  |  |
| --- | --- | --- | --- |
|  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** |  |
|  | **X** |
|  ***By Records Dept.*** |  **Signature** |

|  |  |
| --- | --- |
| **TO BE COMPLETED BY RECORD CUSTODIANS ONLY (*Do not write in shaded areas*)** |  |
| **FEES** |  | **TOTAL CHARGES** |  |
|  **COPY CHARGE:**  | **@ $0.25/standard page** |  |  |
|  **AUDIO/CD/ZIP or FLASH DRIVE:**  | **@ $10.00/copy** |  |  |
|  **SPECIAL SIZED PAPER:**  | **@ $0.50/page** |  |  |
|  **CERTIFIED COPY:** **SEARCH FEE:**  | **@ $1.00/page****@ $20.00/hour** |  |  |
|  **Request Received:** Date: Time: Initials: | **PREPAID:** |  |  |
|  **Records Assembled:** Date: Time: Initials: | **DUE:** |  |  |
|  **Records Released:** Date: Time: Initials: | **BALANCE**: |  |  |
| FOR POLICE RECORDS RETURN TO: 1101 N. 6TH STREET, BROKEN ARROW, OK 74012 or email to bapdrecords@brokenarrowok.gov. A copy of a photo ID must be emailed with the form. ALL OTHER RECORDS RETURN TO: City of Broken Arrow - Attn: City Clerk, P. O. Box 610 Broken Arrow, OK 74013. Revised 11-2-22  |  |