

OFFICE OF THE CITY CLERK CITY OF ANADARKO, OKLAHOMA

501 W Virginia, Anadarko, OK 73005

Request for Public Record

Date of Request:

The Request for Public Record is required to be submitted to the Anadarko City Clerk or other designated City Official for each record requested to be examined or reproduced. The Record requested for examination or reproduction shall be reasonably specified on this request. The Request for Public Record shall be signed by the person requesting access to any public record upon prior evidence of identity.

The City Clerk or other designated City Official is required to assure that public records are preserved and protected, and that the essential functions of the City are not excessively disrupted.

Requests for examination of records are accepted during normal business hours of the City. Depending on the type of record requested to be examined or copied, the City Clerk or other designated City Official shall provide the requesting party with an estimate of the time required to locate the material, an estimate of the cost of reproduction (if the request is for reproduction), and set an appointment for a reasonable date and time at which the record can be made available. Archived records that require special research or recovery may take considerable time to produce.

Additional terms and conditions for access to and for examination and reproduction of public records are set out in Resolution 00-13 adopted by the Anadarko City Council on December 12, 2000 and in 51O.S. §24A.1 through §24A.26.

The title or subject of the record requested herein is:

The subject record date (if dated) is: _____

Name of Requestor:

Record Provided on: (Date) _____ at (Time) _____ am/pm

By: (Name and Title of City Official) _____

City of Anadarko Requested Information Charge Sheet

Date of Request:

Requested by:

Requested on: This day of __, in the ____ year of ____ at ____ am/pm

Received on: _____, _____ at __:__ am/pm

Paper Copies consisting of __pages:

____pages(s) @ .25 cents per copy = \$

____ audio tape @ \$ _____

____ audio tape @ \$ _____

____ audio tape @ \$ _____

____ audio tape @ \$ _____

____ audio tape @ \$ _____

____ audio tape @ \$ _____ per tape

____ Hours labor for videographer (_____) @ \$ _____ per hour = \$ _____

Audio - \$ _____

Video - \$ _____

Labor - \$ _____

Total cost of requested information. \$ _____

Requestor received information on this day of _____, at __:__ am/pm.

Person receiving payment for the above services from requesting party.

____ Received Payment on: _____ at ____ am/pm