

**OKLAHOMA OPEN RECORDS ACT
REQUEST FOR INSPECTION AND/OR COPIES
OF RECORDS**

TO: _____

1. Pursuant to Oklahoma Statutes, Title 51, 24 A. 1 rt. Seq., I request that the following records be photocopied or inspected at my expense. Please provide as specific a description as possible of the record (s) you want copied or inspected:

2. This request is made for a: (check one)

_____ commercial purpose

_____ non-commercial purpose

If the request is made for a non-commercial purpose, identify in detail the purpose (s) for the request:

3. I agree to pay a fee of \$.25 for each page photocopied on the regular copy machine. Furthermore, if request is made for a commercial purpose, or if the request otherwise clearly causes excessive disruption of the essential functions of the City of Wagoner or the Wagoner Public Works Authority, then I agree to pay a reasonable fee to cover the direct cost of document search.

4. The maximum fee for which I am willing to accept liability without prior notice is \$_____.

5. I understand that I will be notified when the requested records are available, and that I may thereafter pick up the records upon payment of all costs, at the Wagoner City offices during regular business hours.

Dated this _____ day of _____, 20 _____.

Company Name

Name

Address

City

State

Zip