

**CITY OF BLACKWELL  
REQUEST FOR RECORD**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Include street address, city, state, and zip code)

Signature: \_\_\_\_\_

The following request is made:

- Request for Record Inspection
- Request for Record Copy

Please provide as specific a description as possible of the record(s) you desire to inspect and/or copy.

Record Title/Date: _____	No. of copies desired: _____
_____	_____
_____	_____
_____	_____

Charges: The charge for providing copies of public records is authorized by State Law [O.S. 51 Section 24A.5(3)] and has been established by the Board of Commissioners [City Policy 6/17/97]. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. The fee schedule established by the City is posted in the Office of the City Clerk. **NOTE: Prepayment of the amount may be required.**

**STATUS (to be filled out by Record Custodian)**

Your request for inspection/copy(ies) dated \_\_\_\_\_ has been:

- Completed
- Delayed
- Denied

The reason for the delay is:

- The record requested cannot be located at this time.
- Please provide additional identification information.
- Our search for the record is continuing and you will be contacted when it is located.
- Contact \_\_\_\_\_ for assistance.
- The record requested has been temporarily removed from this office or is being used by this office. It will be returned and made available to you on or before \_\_\_\_\_.
- This office is attempting to establish whether the record requested is an open public record. You will be contacted on or before \_\_\_\_\_.

The reason for denial\* is the undersigned Record Custodian has determined that:

- The record requested, as described above, is not a record, which is made, maintained, kept by or in the possession of the City or this office. It may be obtainable at \_\_\_\_\_.
- The record requested is not required to be disclosed under the Oklahoma Open Records Act.
- Access to the record requested is restricted under Federal and/or State Law.

\*It is your right to challenge this denial by means of legal action brought in District Court.

CHARGE: The charge for the inspection/copy(ies) is \$\_\_\_\_\_  
(Charge per page copied: \$0.25; \$1.00 for certified)

_____ Date/Time	_____ Record Custodian
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