

OPEN RECORDS REQUEST AND FEE SCHEDULE

CITY OF SAPULPA, 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 Sapulpa.

PERSON REQUESTING RECORD

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ DATE: _____

PHONE: _____

EMAIL: _____

RELATIONSHIP TO PARTY IN RECORD: (Please Check One)

SELF

SPOUSE

PARENT

OTHER: _____

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

Record Title/Date

1. _____

2. _____

3. _____

PHOTO ID VERIFIED BY RECORDS CLERK

Signature: _____

TO BE COMPLETED BY RECORDS CUSTODIANS ONLY

FEES

TOTAL CHARGES

COPY CHARGE: _____ @ \$0.25/page _____

AUDIO/VIDEO: _____ @ \$10.00/copy _____

Request Received: Date: _____ Time: _____ Initials: _____ **PREPAID:** _____

Records Assembled: Date: _____ Time: _____ Initials: _____ **DUE:** _____

Records Released: Date: _____ Time: _____ Initials: _____ **BALANCE:** _____

FOR POLICE RECORDS RETURN TO: 20 N WALNUT ST, SAPULPA, OK, 74066