

# OPEN RECORD 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 actual costs incurred in honoring your request.

**NOTE:** All fees are due at the time the request is made and are **NON-REFUNDABLE**. Searches for commercial purposes or those that are disruptive of City operations are subject to a \$20.00 per hour search fee.

### PERSON REQUESTING RECORD:

NAME: \_\_\_\_\_

Please Print

City, State

Zip Code

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_

DATE: \_\_\_\_\_

RELATIONSHIP TO PARTY IN RECORD: (Please Check One)

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

By Records Dept.

X \_\_\_\_\_

Signature

### TO BE COMPLETED BY RECORD CUSTODIANS ONLY (Do not write in shaded areas)

#### COPY FEES:

COPY CHARGE: \_\_\_\_\_ @ \$0.25/standard page

AUDIO/CD/VCR: \_\_\_\_\_ @ \$2.00/copy

SPECIAL SIZED PAPER: \_\_\_\_\_ @ \$0.50/page

#### Time Request Received:

#### Time Records Assembled:

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

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

#### TOTAL CHARGES:

Received By: \_\_\_\_\_

Received By: \_\_\_\_\_

PREPAID: \_\_\_\_\_

#### Time Available/Denied:

#### Time Record/Notice Released:

DUE: \_\_\_\_\_

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

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

BALANCE: \_\_\_\_\_

Received By: \_\_\_\_\_

Received By: \_\_\_\_\_

Revised 05/01/2012

**FOR POLICE RECORDS RETURN TO: 2302 S. FIRST PLACE, BROKEN ARROW, OK 74012**  
**ALL OTHER RECORDS RETURN TO: City of Broken Arrow - Attn: City Clerk, P. O. Box 610**  
**Broken Arrow, OK 74013**