

# OPEN RECORDS 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 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 Broken Arrow.

### PERSON REQUESTING RECORD

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

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

CITY/STATE/ZIP: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

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. _____ | <input type="checkbox"/> |
| 2. _____ | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> |

**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.

PHOTO ID VERIFIED

\_\_\_\_\_  
*By Records Dept.*

X \_\_\_\_\_  
Signature

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

#### FEES

#### TOTAL CHARGES

COPY CHARGE:	_____	@ \$0.25/standard page	_____
AUDIO/CD/ZIP or FLASH DRIVE:	_____	@ \$10.00/copy	_____
SPECIAL SIZED PAPER:	_____	@ \$0.50/page	_____
CERTIFIED COPY:	_____	@ \$1.00/page	_____
Request Received: Date: _____ Time: _____ Initials: _____		PREPAID:	_____
Records Assembled: Date: _____ Time: _____ Initials: _____		DUE:	_____
Records Released: Date: _____ Time: _____ Initials: _____		BALANCE:	_____

FOR POLICE RECORDS RETURN TO: 1101 N. 6<sup>TH</sup> STREET, BROKEN ARROW, OK 74012

ALL OTHER RECORDS RETURN TO: City of Broken Arrow - Attn: City Clerk, P. O. Box 610 Broken Arrow, OK 74013

Revised 04-22-2019