



# REQUEST FOR COPYING OF CITY PUBLIC RECORDS

\_\_\_\_\_  
Name of City Department

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

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Copies of the following described records are requested pursuant to the Oklahoma Open Records Act:

Record Title / Date	Number of Copies: _____
1. _____	
2. _____	
3. _____	
4. _____	

**Record custodian shall note in margin any record not produced.**

This request is made for a **Business** or **Personal** need. (Circle One) I have been advised that a charge for **copying** public records is authorized by state law and has been established by the City of Muskogee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title or Business Identity (If Applicable)

### Internal Use Only

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

Request Time: \_\_\_\_\_

Search Fee Charged **Yes or No**

Search Time \_\_\_\_\_ to \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Charges Paid \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Record / Copy Produced

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

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

Charge for non-office copy  
equipment \$ \_\_\_\_\_

Copies made: \_\_\_\_\_

Delay in Production: **Yes or No**

Reason: \_\_\_\_\_  
\_\_\_\_\_

Signature of Record Custodian: \_\_\_\_\_