



## Request for Public Records

DATE: \_\_\_\_\_ NAME OF REQUESTER: \_\_\_\_\_

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

CELL PHONE: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

I HEREBY REQUEST COPIES OF THE FOLLOWING RECORDS PURSUANT TO THE OKLAHOMA OPEN RECORDS ACT (PLEASE BE AS DETAILED AS POSSIBLE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby agree that I have been advised there is a charge for obtaining and copying public records as authorized by state law and cited in Langley Ordinances. FEES MAY VARY DEPENDING ON VOLUME AND TIME FOR COMPLETION OF THE RECORD REQUEST**

**Sign:** \_\_\_\_\_

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

**Fees:**

- Copies- Black & White (up to 8½" x 14) ..... \$0.25 per page
- Color ..... \$0.50 per page certified
- Copy ..... \$1.00 per page
- Flash Drive..... \$15.00
- Digital Files..... \$0.15 per page

**\*\*\* WE DO NOT ACCEPT FLASHDRIVES\*\*\***

**Search fees** will apply to requests that are solely for a commercial purpose or would clearly cause excessive disruption of the essential functions of the public body, or which request for public documents will take more than 30 minutes.

\$15.00 Per hour

Before charging fees, Town of Langley staff will advise the requester of an estimate of time and total fees and could request deposit upfront.

**Internal Use Only**

Date Contacted: \_\_\_\_\_ via Phone \_\_\_ Mail \_\_\_ Email \_\_\_\_\_ In-Person \_\_\_\_\_

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

Number of Pages: \_\_\_\_\_ Amount Charged: \_\_\_\_\_

Amount Collected: \_\_\_\_\_ Date Charges Collected: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_

City Attorney/Prosecutor Signature: \_\_\_\_\_