

REQUEST FOR RECORD INSPECTION

TOWN OF CALUMET, OKLAHOMA

To Be Completed By Requester:

NAME: _____

ADDRESS: _____ (Street)

_____ (Town, State)

PHONE NUMBER: (____) ____ - ____ SIGNATURE: _____

RECORD SOUGHT: Please provide as specific a description as possible of the record(s) you desire to inspect.

Record Title/Date

1. _____
2. _____
3. _____
4. _____

CHARGES: A charge for record search in some instances is authorized by state law and has been established by the town governing body. These charges are set at a level to compensate the town for the actual costs incurred in honoring your request. The fee schedule established by the town is posted in this office.

Prepayment of the above amount: is required is not required

To Be Completed By Record Custodian:

Time of Request:

Time Access Provided:

Date: _____

Date: _____

Time: ____:____ AM/PM

Time: ____:____ AM/PM

Search Time Involved: _____ Hours _____ Minutes

Total charges: \$ _____

Prepaid _____

Paid _____

Billed _____

Record Custodian _____

Date: _____