

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.

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To be Completed by the Record Custodian:

Time of Request:

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

TIME: \_\_\_\_:\_\_\_\_ AM/PM

Time Access Provided:

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

TIME: \_\_\_\_:\_\_\_\_ AM/PM

Search Time Involved: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

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

Amount Paid: \$ \_\_\_\_\_

Date Paid: \$ \_\_\_\_\_

Record Custodian \_\_\_\_\_

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