

REQUEST FOR RECORD INSPECTION

TOWN OF CALUMET, OKLAHOMA

To Be Completed by Requester:

I am a member of the General Public Media

NAME: _____

ADDRESS: _____(Street)

_____ (Town, State)

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

PURPOSE OF REQUEST: Personal Commercial Public Interest

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 fee of \$0.25 per page.

* In addition to the Copy fee, a SEARCH FEE, at the rate of the Town Clerk's hourly wage, multiplied by time spent, shall be charged if the records request:

- 1. creates excessive disruption of essential functions: or
- 2. is solely for a commercial purpose.
 - a) The records custodian may ask if the request is for a commercial purpose.
 - b) Media Exception: request for news purposes of a newspaper or broadcast media is not a commercial purpose.
 - c) A public body may charge the direct costs of providing copies of electronic data to the news media for news purposes.
- 3. PUBLIC INTEREST EXCEPTION: In no case shall a search fee be charged when the release of said documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

REQUEST FOR RECORD INSPECTION

TOWN OF CALUMET, OKLAHOMA

To be Completed by the Record Custodian:

Time of Request:

DATE: _____

TIME: ____: ____ AM/PM

Time Access Provided:

DATE: _____

TIME: ____: ____ AM/PM

Number of Pages: _____

Search Time Involved: _____ Hours _____ Minutes

Total Charges: \$ _____

Amount Paid: \$ _____

Date Paid: _____

Record Custodian _____

Date: _____