

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. 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.

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: _____