



REQUEST FOR COPYING/INSPECTING OF TULSA COUNTY PUBLIC FACILITIES PUBLIC RECORDS

Name of Requestor Telephone Number Date

Employer of Requestor (if applicable) Address

Copies of the following described records are requested pursuant to the Oklahoma Open Records Act:

Purpose of Request: _____

I acknowledge that a charge for copying public records is authorized by state law.

The following fees are as follows:

- (A) Copying fees.
 - (i) 8½” by 14” or smaller - \$.25 per page
 - (ii) Larger than 8½” by 14” - \$1.00 per page
 - (iii) Certified copy 8½” by 14” or smaller - \$1.00 per page
 - (iv) Certified copy larger than 8½” by 14” - \$2.00 per page

- (B) Search fee. If the record request is for a commercial purpose or would clearly cause excessive disruption of the Authority’s essential functions, a search fee shall be charged equal to \$20.00 per hour for the time spent by employees in retrieving the record.

Signature of Requestor Title or Business Identity

INTERNAL USE ONLY

Request Rcvd Date: _____

Total Charges: \$ _____

Charges Paid: \$ _____

Please Return To Teresa Clayton, Executive Assistant

Email: tclayton@exposquare.com Fax: 918-744-8725