



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:

Type of Record Provided

1. Paper Reproduction

- a) 8 1/2" by 14" or smaller - \$.25 per page
b) Larger than 8 1/2" by 14" - \$.50 per page
c) Certified copy 8 1/2" by 14" or smaller - \$1.00 per page
d) Certified copy larger than 8 1/2" by 14" - \$2.00 per page

2. Any Other Media - Direct cost of media - \$14.00 (flash or thumb drive, external hard drive, memory card, other specialty media)

Production Fees

1. Direct Cost of Record Search and Copying - \$30 per hour/ \$7.50 per 1/4 hour Assessed for commercial requests or requests that result in excessive disruption of the essential functions of the public body.

2. Delivery (Mail, Email, FTP, etc.) - Direct cost

Signature of Requestor Title or Business Identity

INTERNAL USE ONLY

Request Received Date: Total Charges: \$

Receipt of Document: (Mail, Email, or Pick-Up) Charges Paid: \$

Please Return To Teresa Talley, Executive Assistant

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