

KINGFISHER COUNTY, OKLAHOMA

OPEN RECORDS REQUEST FORM

(PLEASE PRINT LEGIBLY)

GOVERNMENT ENTITY'S REQUESTED (ONE FORM PER ENTITY)

The County reserves a minimum of three business days (24 working hours) in which to comply with this request, in order to allow sufficient time for retrieval, printing, copying and/or arrangements for inspection, as applicable, and assessment of applicable charges, without disrupting the essential functions of the office staff.

DATE OF REQUEST: _____

NAME OF REQUESTOR: _____

REQUESTOR'S ORGANIZATION OR COMPANY: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____

DESCRIPTION OF RECORDS REQUEST

DATE REQUESTED

DATE RANGE

1. _____

2. _____

3. _____

(ADD SUPPLEMENTAL PAGES AS NECESSARY)

REQUESTED TITTLE

DATE RANGE

1. _____

2. _____

3. _____

(ADD SUPPLEMENTAL PAGES AS NECESSARY)

NOTE: A charge for searching records and providing copies is authorized by the Open Records Act at title 51 okla. State. Section 24.A.5 and other statutes for certain requests. The requesting party acknowledged its obligation to pay these fees, if applicable, and no copies will be provided until the fees have been paid. In addition a deposit may be requested depending upon the scope and extent of the request. Copy fee charge per statute: \$0.25 per page and \$1.00 per copied page for a certified copy. If a flash drive or a DVD is used there will be a charge of \$10.00 for 16gb flash drive and mailing cost. Payment can only be cash or check, made payable to Kingfisher County.

SIGNATURE OF REQUESTOR: _____

KINGFISHER COUNTY, OKLAHOMA
RECEIPT OF OPEN RECORD REQUEST

Copy fee per Open Record Act at Title 51 Okla. State Section 24A.5

.25¢ per page and \$1.00 per copied page for a certified copy.

\$10.00 per 16gb flash drive plus any postage costs.

Fees must be paid before copies will be given or mailed.

We can accept cash or check. We do not have the ability to accept card payments.

From: _____ Contact: _____

1. Date information is received: _____
2. Number of pages copied: _____
3. Copy charge @ 25¢ per page: _____
4. Certified copy charge @ \$1.00 per page: _____
5. Search charge \$25 per hour – min 0.5hr (if applicable): _____
6. Staff time charge (if any): _____
7. Flash Charge @ \$10.00 each: _____
8. Other: _____
9. Total charged: _____
10. Date Paid: _____ Receipt# _____

Cash or Make check payable to Kingfisher County. Mail to 101 S Main Room 9 Kingfisher, OK 73750

Signature: _____ Name: _____