To: City of Enid, City Attorney’s Office/ City Clerk

Date: __________________________

REQUESTOR INFORMATION

Name:

LAST

FIRST

Complete Mailing Address: _____________________________________________

City/Town: __________________________ State: __________ Zip Code: ________

Telephone Number: __________________________ Fax Number: ______________

TYPE OF REQUEST AND PURPOSE OF REQUEST

Requestors may ask for records to be provided in the City Administration Building for review or to be mailed to the address listed above.

Request being made: □ Review □ Receive Copies. Method __________________________

Request is made to review or request copies of documents for the following described specific purpose(s):

Warning: Requests for discovery in criminal cases that are still pending or under investigation must be made through the prosecutor in charge of the case.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

RECORDS REQUESTED

Must be detailed and specific on each document described – requestor may attach list, if necessary. ***

Under Authority of Title 51 O.S. Section 24A. 1 through 24A.29, entitled the “Oklahoma Open Records Act,” I request the following documents from the City of Enid. (If you are requesting records concerning a particular individual, please provide the individual’s sex, race, social security number and date of birth, if possible. If you are requesting an audio or video recording include date, time, location and whose voice or image is on the recorded media)

1. _______________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________

4. _______________________________________________________________________

FEES

Pursuant to the Open Records Act, the City of Enid will charge me a fee of $0.25 per printed page for 8 ½” by 14” pages, for records released as a result of this request. Larger pages, photographs, compact discs, and other forms of media released may result in larger fees for reproduction. A schedule of fees is posted in the City of Enid City Clerk’s office. It is my responsibility to pay for the fees associated with any records released pursuant to my request. A request being made for commercial purposes may result in an additional research fee.

I certify the above information is true and correct:

__________________________________________________________

Signature of Requestor, Position in Company, Date