CITY OF MOORE

Open Records Request

THIS FORM IS NOT FOR REQUESTING POLICE RECORDS.
For police records please contact the Moore Police Department at (405)793-5134.

City Clerk's Office: (405)793-5021

Name of Requester: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Purpose(s) of Request: ☐ Commercial ☐ Moore Resident ☐ News Media ☐ Scholar ☐ Author ☐ Other

Description of Request (Be as specific as possible, including names, dates, property address)

_____

_____

_____

_____

Possible fees:

1. $.25 per page will be charged for each copy
2. Price range from $5.00 - $25.00 for oversized documents
3. Copies provided on CD or DVD are $10.00 per disc; flash drive $25.00
4. Search fee for commercial purposes $25.00/hr; payment in advance may be required
5. $1.00 for each computer page

☐ I agree

Requests to be processed by Community Development may require approximately 14 business days to be completed. Records requiring legal review may require approx. 30 business days to be completed. All other requests for records will be completed within approximately 7 business days.

Submit request to > **Mail:** City Clerk's Office
301 N. Broadway
Moore, OK 73160

Email: cityclerk@cityofmoore.com