

**CITY OF MOORE, OKLAHOMA  
REQUEST FOR RECORD INSPECTION or COPY**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

Record(s) Sought: Please provide as specific a description as possible of the record(s) you desire to inspect or receive copies of.

Record Title/Date	Inspect Only	Copy Only	Number of Copies
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Signed \_\_\_\_\_ Date \_\_\_\_\_

**CHARGES**

A charge for record search in some instances and/or the provision of copies is authorized by state law and has been established by the city governing body. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request. The fee schedule established by the City is posted in the form of the ordinance/resolution establishing that fee structure.

\_\_\_\_\_ Prepayment of an amount of \$ \_\_\_\_\_ is required to honor this request.

\_\_\_\_\_ No prepayment is required in this case, to honor your request.

Exact charges to honor your request can not be computed until your request is honored completely, those charges must be paid at the time you receive the materials requested.

**FOR CITY STAFF ONLY**

Received In: Office \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Records Search by \_\_\_\_\_ Date \_\_\_\_\_ Staff Time \_\_\_\_\_ Hrs. \_\_\_\_\_ Min.

Access/Copies Provided Date \_\_\_\_\_ Time \_\_\_\_\_ Guarded — Yes \_\_\_\_\_ No \_\_\_\_\_

Total Charges: Search Fee \$ \_\_\_\_\_ ; Copies \$ \_\_\_\_\_ (# \_\_\_\_\_ x .25)

Other \$ \_\_\_\_\_ (List \_\_\_\_\_); Total \$ \_\_\_\_\_

WHITE ORIGINAL / ACTION CENTER

YELLOW / CITIZEN'S COPY

PINK / DEPARTMENT COPY

Records Request ID # \_\_\_\_\_ [For City Clerk's Record Use Only]  
Note: Departments must provide 1 copy to City Clerk's office for recording.