



PLEASE EMAIL YOUR REQUEST TO: CityClerk@cityofcoweta-ok.gov

POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366

REQUEST FOR RECORD INSPECTION AND/OR COPY(S)

RECORDS ARE OPEN FOR INSPECTION, COPYING OR MECHANICAL REPRODUCTION UNLESS SPECIFICALLY EXEMPT BY LAW. THE RECORD CUSTODIAN WILL REVIEW ALL REQUESTS FOR RECORDS PRIOR TO RELEASE. A REASONABLE TIME IS ALLOWED FOR RETRIEVAL OF THE RECORDS YOU REQUESTED. LAW PROVIDES FOR A CHARGE FOR FEES AND COSTS ASSOCIATED WITH YOUR REQUEST. THE FEE ESTABLISHED BY THE MUNICIPALITY IS FILED IN THE CITY CLERK'S OFFICE.

YOUR NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

RECORDS SOUGHT:(provide details and be specific) _____

Do you want to view the records? Yes___ No___ Do you want copies of the records? Yes___ No___

I understand and agree to pay all fees or costs incurred by the municipality for copying or search of records to satisfy my request; and, that payments of the fees and costs may be required in advance at the time my request is made; and that the municipality is not required to make such copies or commence a search of records prior to payment of the fees and costs. **(See the posted fee schedule for charges for copies and search time.)**

SIGNATURE:_____ **DATE:** _____

FOR OFFICE USE ONLY

DATE AND TIME OF REQUEST: _____

DATE AND TIME RECORD/ACCESS PROVIDED: _____

SEARCH TIME INVOLVED:_____ **NUMBER OF COPIES PROVIDED:** _____

TOTAL CHARGES: _____ **PAYMENT RECEIVED:** _____

AUTHORIZATION TO RELEASE RECORDS APPROVED BY COWETA CITY CLERK:

Julie Casteen

Date