

CITY OF NORMAN
Request for Record Inspection and/or Copy

Records of the City of Norman are open for inspection/copying unless specifically exempt from disclosure by the Oklahoma Open Records Act. Charges may apply as allowable by state law and City Resolution [No. R-8889-1](#).

NAME (of person requesting records): _____

ORGANIZATION (if any): _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE NUMBER: _____ **E-MAIL:** _____

SIGNATURE: _____ **Date:** _____

INFORMATION BEING REQUESTED:

Purpose of Request: Commercial Media Related Other

Record Title/Date	Number of Copies Desired
1.	
2.	
3.	

Submit requests to the City Clerk's office, 201 W. Gray, Norman, Oklahoma 73069 or by Fax: (405) 366-5389 or E-mail the City Clerk at Brenda.Hall@NormanOK.gov

Charges: A charge for providing copies of public record is authorized by state law and has been adopted by City Council in R-8889-1 establishing fees for photocopying open public records in the amounts of \$.25 per page, 21 pages and thereafter on a single document shall be \$.20, and \$.50 per copied page for a certified copy, such fees to cover the cost of labor, materials, and equipment. The custodian may demand prepayment of a fee whenever the estimated amount exceeds \$10.00. The fee schedule is posted in the Municipal Building at 201 W. Gray, Norman, Oklahoma. The City may charge a search fee to recover the direct cost of record search and copying if it is determined the request would clearly cause excessive disruption of the essential functions of the public body.

Charge for copying the record(s) \$ _____.

Prepayment of the above amount

_____ is required

_____ is not required

Your copy of this form is your receipt.

<u>FOR OFFICE USE ONLY</u>		
Signature of City Official: _____	Date/Time of Release: _____	
Research Fees: _____	Copy Fees: _____	Total Charges: _____

NOTICE TO RECORD REQUESTERS

(To be posted at each public office where record requests may be made.)

CITY OF NORMAN

A. CUSTODIANS

The official custodian of records found in this office is:

BRENDA HALL, CITY CLERK

IN ADDITION

Persons designated as record custodians for this office are:

ELLEN USRY, DEPUTY CITY CLERK

REGINA OLIPHANT, RECORDS MANAGER, CENTRAL FILES

B. OFFICE HOURS FOR RECORD REQUESTS

Any person requesting a public record made, maintained or kept by this office may make such a request anytime during the following hours:

Monday --	<u>8</u>	:	<u>00</u>	AM to	<u>5</u>	:	<u>00</u>	PM
Tuesday --	<u>8</u>	:	<u>00</u>	AM to	<u>5</u>	:	<u>00</u>	PM
Wednesday --	<u>8</u>	:	<u>00</u>	AM to	<u>5</u>	:	<u>00</u>	PM
Thursday --	<u>8</u>	:	<u>00</u>	AM to	<u>5</u>	:	<u>00</u>	PM
Friday --	<u>8</u>	:	<u>00</u>	AM to	<u>5</u>	:	<u>00</u>	PM

C. COPYING AND SEARCH CHARGES

The City has established certain record search and record copying charges which are intended to compensate the City for the expenses it incurs in the course of honoring your request. The fee schedule is posted in this office.

The City may charge a search fee to recover the direct cost of record search and copying if it is determined the request would clearly cause excessive disruption of the essential functions of the public body.

D. INSPECTION AND COPYING POLICIES

The City has adopted certain policies and procedures regarding the manner in which your request for record inspection and/or copying is to be made by you and how that request will be handled by this office.