



Dr. Martin Luther King Jr. Municipal Complex
401 West Owen K. Garriott Road
Enid, Oklahoma 73701

CITY OF ENID OPEN RECORDS REQUEST

REQUESTOR INFORMATION

Date: _____

Name: _____
LAST FIRST

Complete Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone/Fax Number: _____ Email Address: _____

TYPE OF REQUEST AND PURPOSE OF REQUEST

Requestors may ask for records to be provided in person for review or to be physically mailed or emailed to the address listed above.

Request being made: [] Review In Person [] 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 1/2" 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