REQUEST FOR RECORD<br>CITY OF SAPULPA<br>Attn: City Clerk<br>425 East Dewey Avenue<br>Sapulpa, OK 74066<br>sburzio@cityofsapulpa.net

(TO BE COMPLETED BY REQUESTER)
Name of Requester:
Print Name

Mailing Address, If Applicable: $\qquad$
Phone No.: $\qquad$ E-mail: $\qquad$
Organization/Company Represented: $\qquad$

Is record request for commercial purpose?

Signature

Yes $\square$ Date

Copies Sought: Please provide as specific a description as possible of the record(s) you desire to copy.

## Record Title/Date:

1. 
2. $\qquad$
Copy Fee: A charge for providing copies of public records is authorized by state law and has been established by the city's governing body. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request. (Sapulpa City Code Section 2.2-609, Master Fee Schedule Appendix A)

No Fee: Where a request has been made for the inspection of an open public record, no fee shall be charged. (Sapulpa City Code Section 2.2-608)

The charge to you for coping the record(s) you requested is $\$$ $\qquad$ .

Prepayment of the above amount: Is required $\qquad$ Is not required $\qquad$
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(TO BE COMPLETED BY RECORD CUSTODIAN)

Time of Request:
Date:
Time: $\qquad$
Time Access Provided:
$\qquad$ Time:

Staff Time Involved: Hours $\qquad$ Minutes $\qquad$
Charge per page copied: $\$$ $\qquad$
Charge for use of non-office copying equipment: \$ $\qquad$
Total Charges: \$ $\qquad$

## RECORD COPYING FEES

## Sapulpa City Code, Master Fee Schedule, Appendix A:

No Fee. Where a request has been made for the inspection of an open public record no fee shall be charged. (Sapulpa City Code Section 2.2-608)

Copying Fee. A fee of twenty-five cents (\$0.25) per page for documents having the dimensions of $81 / 2 \times 14$ inches or smaller, or a maximum of one dollar (\$1.00) per copied page for a certified copy, shall be charged for photocopying an open public record, such fee to cover the cost of labor, materials and equipment. (Sapulpa City Code Section 2.2-609)

Mechanical Reproduction Fee: For copying any open public record which cannot be reproduced by photocopying, such as a computer printout or blueprint, the requester shall be charged the actual cost to the city, including the cost of labor, materials and equipment. (Sapulpa City Code Section 2.2-610)

Search Fee. A search fee shall be charged to a requester who is using the record solely for a commercial purpose. Such fee shall be the actual cost to the city for producing the record, including the cost of labor, materials and equipment. (Sapulpa City Code Section 2.2-611)

Prepayment of Fees. A prepayment of a fee whenever the estimated amount exceeds $\$ 20.00$ shall be required. The prepayment amount shall be an estimate of the cost for copying, mechanical reproduction or searching for the record. Any overage or underage in the prepayment amount shall be settled prior to producing the requested record or delivering the copy or mechanical reproduction of the record.
(Sapulpa City Code Section 2.2-612)

