



Open Records Request Form

City of Clinton, Oklahoma, P.O. Box 1177, Clinton, Oklahoma 73601

580-323-0217 * 580-323-0346 Fax; cityclerk@clintonok.gov

How to Submit an Open Records Request

To assist with your Open Records Request to the City of Clinton, Oklahoma, Please return the "Requestor Information" and "Records Description" completed to the address or the fax number listed above to the attention of the Custodian of Public Records. If you have any questions regarding your request, call the telephone number above and request to speak to the Custodian of Public Records. Please allow ten (10) business days for your request to be processed. Costs incurred, as applicable under O.S. 51:24a.5 et seq, will be due upon receipt of records.

Requestors Information

Name	Organization	Date
Telephone	Address	
Fax/email	If you wish to pick-up your request at our office, check here <input type="checkbox"/>	
Signature:		

Records Description

Is request solely for commercial purpose? Yes or No

Indicate record(s) description and/or name of document(s) below:

OFFICE USE ONLY

	Estimate	Actual	
Number of Pages			
Duplication cost per page:	certified	__\$.25 __\$1.00	<input type="checkbox"/> Requested documents on CD __\$2.50 per CD +search time
Duplication cost		\$	
Search time (hours)			
Document search rate per hour	x		
Document search Cost		\$	
Other Direct costs(disks, etc)		\$	
TOTAL AMOUNT DUE			\$
Approval:			
Custodian of Public Records, or designee approval:		Date:	
Date mailed/delivered/picked-up:		Date payment received :	