

**CITY OF BETHANY
REQUEST FOR RECORDS**

1. Person or company making request: _____ 2. Phone: _____

3. Address: _____

4. Are you: ___ the news or media ___ a resident or property owner in Bethany
___ a scholar or author _____

5. Records sought (please be as specific as possible):

6. Do you want copies of the records sought? ___ Yes ___ No

7. Do you intend to use information from the records for commercial purposes? ___ Yes ___ No

Some records can be produced while you wait. Others may require time to search in which case you will be notified when the records are ready for pick up. Or, at our option, you may be given access to all records and asked to make your own search. By making this Request for Records, you agree to pay all photocopying and search fees, if applicable, in the amounts and under such conditions as are posted in the lobby of City Hall.

8. Signature: _____ 9. Date: _____

<u>Office Use Only</u>	
Photocopying Fee: _____ pages @ \$ _____ per page = \$ _____	
Search Fee: _____ pages @ \$ _____ per page = \$ _____	
Records Provided: _____	

Records denied and reason: _____	

Approved by: _____	Date: _____

PO Box 219 / 6700 NW 36th St
Bethany OK 73008

**CITY OF BETHANY
RULES AND FEES
FOR THE PRODUCTION OF RECORDS**

The public is entitled by Oklahoma law to inspect and/or receive copies of certain City records. To make a request you must:

1. Make the request in person, Monday through Friday during normal business hours.
2. Complete a "Request for Records" form available at the following authorized distribution points:

City Manager's Office
City Clerk's Office
Police Station
Fire Station

3. Pay any of the following fees that may be applicable, at the time of delivery of the records:

Photocopies (B & W, 8 ½ x 14 or smaller).....	\$0.25/page
Photocopies (Color, 8 ½ x 14 or smaller).....	\$1.00/page
Large prints (24 x 36 or smaller).....	\$5.00/page
Search time, time for reproducing and reviewing electronic records.....	Actual costs

We are not required to provide a copy of a document which we cannot reproduce using our equipment. No document can be removed from the building where it is stored.