

# OPEN RECORDS REQUEST FORM

**CITY OF PAULS VALLEY**  
**CITY HALL 100 W. PAUL**  
**PAULS VALLEY, OK 73075**  
**(405)238-3308 (PH) (405)238-9361 (FAX)**  
[WWW.PAULSVALLEY.COM](http://WWW.PAULSVALLEY.COM)

Please complete the "Requestor Information" and "Records Description" portions of this form below, and return this form to the address or fax number listed above. Please call City Hall with any questions regarding your request. Costs incurred, as applicable under 51 OKLA. STAT. § 24A.5, will be billed upon receipt of records. PLEASE ALLOW FIVE (5) BUSINESS DAYS TO PROCESS REQUEST.

REQUESTER INFORMATION		
<b>Name:</b>	<b>Date:</b>	
<b>*Organization (Optional):</b>		
<b>Phone:</b>	<b>Address</b>	
<b>Fax:</b>	<b>Email:</b>	
<input type="checkbox"/> <b>Please check box if you wish to pick up your request in person at City Hall</b>		
<input type="checkbox"/> <b>This request is solely for commercial purposes.</b> (51 OKLA. STAT. § 24A.5 (3))		
RECORDS DESCRIPTION		
Indicate record description, dates, and/or name of record below:		
OFFICE USE ONLY		
<b>Charges</b>		<b>Amount</b>
Number of Pages:	@ .25 per page	\$
Search Time	hours @ \$10.00 per hour:	\$
Other Direct Costs; description:		\$
<b>TOTAL AMOUNT DUE</b>		<b>\$</b>
APPROVAL		
<b>Date Payment Recv'd</b>	<b>Date Mailed/Picked Up</b>	<b>Coordinator or Designee</b>