



CITY OF JENKS
211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

Instructions for Submitting Form
Request for Inspection and/or Copying of Public Records

Fill out top portion of form, in its entirety, including your signature and date.

Form may be submitted in the following manner:

1. By scanning and emailing back to the originator.
2. By fax to 918-299-4489.
3. By mail to:
City Clerk
City of Jenks
P.O. Box 2007
Jenks, OK 74037-2007
4. By personal delivery to: City of Jenks
2nd Floor
211 N. Elm
Jenks, OK 74037

CITY OF JENKS, OKLAHOMA — JENKS PUBLIC WORKS AUTHORITY — JENKS AQUARIUM AUTHORITY

REQUEST FOR INSPECTION AND/OR COPYING OF PUBLIC RECORDS

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____

1. This is a request for: (check one item)

- _____ Inspection only
- _____ Copying only
- _____ Inspection & Copying

2. Specifically list each item requested for inspection and *copying* (attach additional list if necessary).

- A _____
- B _____
- C _____
- D _____
- E _____

3. Is the inspection and/or copying requested to be used for any commercial purpose? Yes / No (Please circle one.) If yes, then specify which item(s) above will be used for commercial purposes. _____

NOTICE TO APPLICANT

A copying fee of .25 per page or, if certified \$1.00 per page, will be charged. Mechanical reproduction, where possible of certain items not readily able to be photocopied, will be charged on an estimated basis, to cover such actual reproduction costs, and staff time at \$22.00 per hour, or \$5.50 per quarter hour or portion thereof. A search fee shall be charged to compile records for a commercial purpose or for search request which will be unduly disruptive of City functions. Such search fee shall be \$22.00 per hour, or \$5.50 per each quarter hour or portion thereof. Transfer of data to electronic format or to a CD shall be at the rate of \$22.00 per hour, or \$5.50 per quarter hour or portion thereof, plus a CD charge of \$5.00. If the estimated costs to be charged hereunder exceed \$25.00, prepayment shall be made and final accounting of any sums due and payment therefore shall be made prior to delivery.

_____ I agree to pay the charges for the above requested information.

Signature

Date

FOR OFFICIAL USE ONLY

Request received date _____ Request information provided date _____

Number of copies _____ @ .25 _____ Number of Certified copies _____ @ \$1.00 _____

Mechanical reproduction costs _____ Search cost exemption Yes _____ No _____

Amount of prepayment received _____ Actual cost of services _____

TOTAL COST _____

Was any requested inspection and/or copying denied? Yes _____ No _____ If yes, reason: 1) nonpayment; 2) exemption; 3) possible exemption and request of City Attorney's opinion; 4) information not available; 5) unable to copy; 6) other _____

If denied, forward copy of request and denial to City Attorney's office. Date forwarded _____

Josh McCorkle, City Clerk

Date