



REQUEST FOR COPYING OR INSPECTION OF TULSA CITY COUNTY LIBRARY PUBLIC RECORDS

Requestor Name (First, Last)

Date

Requestor's Address (City, State, Zip)

Requestor's Telephone Number (include area code)

Requestor's Email Address:

Title or Business Identity (if applicable)

This reason for this request is:

Personal Business

Is the request made for the purpose of:

Inspection Copying

\*Copies of the following described records are requested pursuant to the Oklahoma Open Records Act:

Blank lines for describing records.

Request will be emailed unless otherwise specified. See attached fee schedule:

Photo Copies Flash Drive

This form may be submitted via:

U.S. Mail to: Open Records Request Central Library - Administrative Offices 400 Civic Center Tulsa, Ok. 74103

Electronic: openrecords@tulsalibrary.org In person at the Central Library Administrative Offices Phone Inquiries: (918) 549-7367

Hard copies of Open Records must be picked up in person from the Central Library Administrative Offices during normal business hours. Upon compilation of requested records and payment for associated fees, said records will be transferred to the requestor. Records will not be faxed, transmitted electronically or via U.S Mail without prepayment of copying and/or associated fees, which may include postage charges. TCCL reserves the right to determine the most appropriate method of transmittal of records. TCCL will respond to requests in a reasonable amount of time.

\* The Oklahoma Open Records Act, Sections 24A.1 - 24A.28 of this title, does not apply to records specifically required by law to be kept confidential. Please see reference sections of Oklahoma Statutes for details. The Open Records Act does not compel a response to information or response to questions.

Records are open to any person for inspection, copying or mechanical reproduction during normal business hours. For the mutual convenience of all parties, it is strongly advised that arrangements be made in advance should any person wish to view or reproduce records on site.

In some cases, the Tulsa City County Library may charge a reasonable fee to recover the direct cost of records search. If a search fee is applicable, the requestor will be given an estimate of the time and costs involved with the request prior to initiating the record search.



## Open Records Duplication & Search Fees

***One copy of the Monthly Commission Report may be supplied without charge; any additional copies will incur the fees listed below.***

Photo Copies - Letter or Legal size	.10 per page
Photo Copies - 11 X 17	.20 per page
*Electronic Records - Flash Drive (64 MB)	8.00 per drive
**Search Fees	8.00 per hour

Postage fees may be assessed with requests for records to be transmitted via U.S. Mail.

\*Applies to records that can be transmitted electronically without burden or excessive disruption.

\*\* Oklahoma Open Records Act, Section 24 A.5 (3) established explicit restrictions upon the assessment of this cost. Contact the Tulsa City-County Library Administrative Offices (918-549-7367) before assessing this fee.