



# Tulsa County Public Facilities Authority Open Records Request Form

\_\_\_\_\_  
Name of Requestor

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer of Requestor (if applicable)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request: \_\_\_\_\_

I acknowledge that a charge for copying public records is authorized by state law.  
The following fees are as follows:

### Type of Record Provided

1. **Paper Reproduction**
  - a. 8½” by 14” or smaller - \$.25 per page
  - b. Larger than 8½” by 14” - \$.50 per page
  - c. Certified copy 8½” by 14” or smaller - \$1.00 per page
  - d. Certified copy larger than 8½” by 14” - \$2.00 per page
2. **CD or DVD - \$6.00**
3. **Any Other Media – Direct cost of media - \$14.00**  
(flash or thumb drive, external hard drive, memory card, other specialty media)

### Production Fees

1. **Direct Cost of Record Search and Copying - \$30 per hour/ \$7.50 per ¼ hour**  
Assessed for commercial requests or requests that result in excessive disruption of the essential functions of the public body.
2. **Delivery (Mail, Email, FTP, etc.) – Direct cost**

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Title or Business Identity

### **INTERNAL USE ONLY**

Request Received Date: \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_

Receipt of Document: **(Mail, Email or Pick-Up)**

Charges Paid: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date