



Mayor, Larry Grigg

Town of Inola PO Box 249 Inola, Oklahoma 74036 918-543-2430 fax 918-543-3178

REQUEST FOR RECORD INSPECTION/COPYING
TOWN OF INOLA, OKLAHOMA

(To Be Completed by Requester)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ (street)

\_\_\_\_\_ (city, state, zip)

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

RECORD SOUGHT: Please provide as specific a description of the record(s) you

Desire to ( [ ] Inspect, [ ] copy)

Record Title/Date

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

CHARGES: A charge for record search and copying authorized by state law and has been established by the Town. These charges are set at a level to compensate the Town for the actual cost incurred in honoring your request.

Your copy of this form is your receipt.

(To Be Completed by Record Custodian)

Time of Request:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Search Time Involved:

\_\_\_\_\_ Hours \_\_\_\_\_ Minutes-Clerical
\_\_\_\_\_ Hours \_\_\_\_\_ Minutes-Admin
\_\_\_\_\_ Hours \_\_\_\_\_ Minutes-Computer

Total Charges \_\_\_\_\_