



CITY OF THE VILLAGE

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OFFICE OF THE CITY MANAGER
BRUCE K. STONE

REQUEST FOR RECORD INSPECTION AND/OR COPY

Records are open for inspection unless specifically exempt from disclosure by the Open Records Act or other applicable privacy laws. A reasonable time is allowed by state law for the City to furnish the record requested. Most records can be provided in 24 hours, excluding weekends and holidays. A charge for providing access/copies to public records is also authorized by state law and a fee schedule has been established by resolution of the City Council.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE: _____ CELL: _____

EMAIL: _____

PLEASE PROVIDE A SPECIFIC DESCRIPTION OF THE RECORD OR RECORDS YOU DESIRE TO INSPECT OR RECEIVE COPIES OF. PLEASE INCLUDE DOCUMENT TITLES, DATES, AND CITY DEPARTMENT OR PROJECT AND ANY OTHER INFORMATION THAT WILL HELP US LOCATE THE CORRECT DOCUMENT FOR YOU.

Date of Request: _____ Time: _____

Please indicate how you want the record provided by checking the appropriate box below:

Inspect/read only:	_____	(No charge)
Electronic (email):	_____	(No charge)
Paper Copy by Mail:	_____	(Postage and copy charges apply)
On CD-Rom by Mail:	_____	(Postage + \$1.00 for the CD)
Paper Copy for Pick up:	_____	(25 cents per printed page)
CD-Rom for Pick up:	_____	(\$1.00 per CD-Rom)

Note: If a record search must be made, there will be a \$10.00 per hour search charge. All charges must be paid in advance.