

# Open Records Request

**Watonga City Clerk's Office**  
**410 West Main Street**  
**Watonga, Oklahoma 73772**  
**Office hours:**  
**Monday-Friday from 8 AM to 5 PM**  
**(closed on legal Holidays)**

## C I T Y O F W A T O N G A

City of Watonga all records of public bodies and public officials are open to any person for inspection, copying, or mechanical reproduction during regular business hours. The Open Records Act does not apply to records specifically required by law to be kept confidential. The public bodies will provide prompt, reasonable access to its records but may establish reasonable procedures to protect the integrity of its records and to prevent excessive disruption to its essential functions.

To submit an open records request please fill out the information below. Your request will be reviewed and you will be contacted with further details on how to collect the materials requested.

Submit Your Request Below:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Firm: \_\_\_\_\_

Purpose: *(check those that apply)* Author \_\_\_\_\_ Commercial Purpose \_\_\_\_\_

News/Media \_\_\_\_\_

Watonga Citizen \_\_\_\_\_ Other: \_\_\_\_\_

Description of Record(s) Requested. You may use the reverse side of this form if more room is needed.

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

## F E E S

The Oklahoma Open Records Act provides any public body may establish fees under this Act. The fees for copying of existing records and other fees are as follows

### Common Charges

Copies \$0.25 per page

Certified copies \$1.00 per page

Research Fee \$4.00 per half hour search fee may apply if request is solely for a commercial purpose or causes an excessive disruption of essential city functions

Notary \$3.00

\$4 mailing or shipping (plus postage)

### Office records only:

Date received request: \_\_\_\_\_ Clerk: \_\_\_\_\_

Digital: \_\_\_\_\_ Mail: \_\_\_\_\_ Email: \_\_\_\_\_ In Person: \_\_\_\_\_ by 3<sup>rd</sup> Party: \_\_\_\_\_

Records Copied: Yes/No      Number of pages: \_\_\_\_\_      Amount\$ \_\_\_\_\_

Person received Documents: \_\_\_\_\_

*Watonga City Council approved this form and entered on record March 4, 2014*

*Revised 03/08/2022*