



Open Records Request Form

City of Altus 509 S. Main, Altus OK 73521

580-481-2244 voice; 580-481-2268 fax; altusok.gov

How to Submit an Open Records Request

To assist with your Open Records Request to The City of Altus, please return the "Requestor Information" and "Records Description" completed to the address or the fax number above, attention to The City Clerk. If you have any questions regarding your request, call the telephone number above and request to speak to the City Clerk. Please allow a minimum of ten (10) business days for your request to be processed. Costs incurred, as applicable under O.S. 51 § 24A.5 et seq. will be billed upon receipt of records.

Requester Information

Name	Organization	Time
Telephone	Address	
Fax/email	If you wish to pickup request at Clerk's office check here:	
Signature:	Date	

Records Description

Purpose of request: Personal___ Commercial___ Business___ [51 O.S. § 24A.5.(3.)]

Indicate record (s) description and/or name of document(s) below (attach separate sheet if necessary) Include Time Frame:

OFFICE USE ONLY

	Estimate	Actual	
Number of pages			
Duplication cost or Fax Fee per page	<i>certified</i>	___\$0.25 ___\$1.00	___ Requested document(s) (___) cd rom or other electronic format \$5.00 each
Duplication Cost			
Search time (hours)		\$	Search time and direct costs must be approved by the City Clerk's Office only (initials) _____
Document search rate per hour *	X		
Document search cost *		\$	
DVDs/CDs @ \$5.00 each		\$	
TOTAL amount due			\$

*Search time when applicable under 50 O.S. § 24A 5. (3) for records/documents through City Clerk's Office

APPROVAL

City Clerk's or designee approval:		Date
Mailed or picked up	Date	Date payment received