

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 3rd 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