



CITY OF NICHOLS HILLS, OKLAHOMA
Request for Public Record Inspection

Staff use only

Date and time of request: _____
Date and time access granted: _____
Number of copies: _____
Copy charge: _____
Record custodian: _____

Completed forms should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

Pursuant to the Nichols Hills City Code and the Oklahoma Open Records Act, records of the City of Nichols Hills are available for public inspection and copying, except for records that are designated as confidential under state or federal law.

Requester's name: _____

Primary contact (if requester is an organization): _____

Mailing address: _____

Telephone number(s): _____

Email address(es): _____

Attach a separate sheet to provide complete answers if necessary.

The purpose of this request is: Personal Commercial Public interest

Please explain: _____

Please list the records requested for review. Provide as specific a description as possible, including titles, dates, named addresses, City departments, and the like if known. _____

Original records may not be removed from City Hall and must be kept in the same order in which they are provided for review. If requester wants copies of any record made, the record must be designated as instructed by the City Clerk. If copies are needed, requester must pay the applicable fees set out in the City Fee Schedule before the records will be provided.

Submitted and agreed to this ___ day of _____, 20__.

Signature: _____

Print applicant's full legal name: _____

Print signatory party's title if applicant is a legal entity: _____