



## **Attention**

**Due to the current outbreak of COVID-19,  
Blanchard City Hall will be closed to the public.**

### **Instructions For Submitting Forms/Supporting Documents:**

1. Download this form and save it to your desktop
2. Open the form from your desktop, fill it out, & save
3. Email the form and supporting documents to:

**[cityclerk@cityofblanchard.us](mailto:cityclerk@cityofblanchard.us) & [finance@cityofblanchard.us](mailto:finance@cityofblanchard.us)**

If you have fees associated with your form you can:

- Mail to: City of Blanchard  
PO Box 480  
Blanchard, OK 73010
- Drop in one of the two drop-boxes:
  - o Alley Behind City Hall Parking Lot
  - o City Hall front entrance along Main St

**Contact us at (405) 485-9392 if you require additional assistance and we will try to help. – City Hall Admin.**



## Request of Public Records

DATE:

NAME OF REQUESTER:

ADDRESS:

TELEPHONE:

CELL PHONE:

EMAIL ADDRESS:

I HEREBY REQUEST COPIES OF THE FOLLOWING RECORDS PURSUANT TO THE OKLAHOMA OPEN RECORDS ACT (PLEASE BE AS DETAILED AS POSSIBLE):

*I have been advised there is a charge for obtaining and copying public records as authorized by state law and cited in Blanchard Ordinances §1-1109. FEES MAY VARY DEPENDING ON VOLUME AND TIME FOR COMPLETION OF THE RECORD REQUEST.*

**FEES:** *COPYING EXISTING DOCUMENTS (NOT TO EXCEED 8 ½" by 14")...\$0.25 per page  
COMPUTER GENERATED FORMS - \$4.00, PLUS COST OF MEDIA (CD, FLASHDRIVE, ETC.) IF APPLICABLE*

*AUDIO AND/OR VIDEO - COST OF MEDIA (CD, FLASHDRIVE, ETC.) MIN \$4.00 NOT TO EXCEED \$10.00*

*SEARCH FEE - APPLICABLE ON REQUESTS FOR COMMERCIAL PURPOSES OR WHEN REQUEST WILL REQUIRE EXCESSIVE TIME TO RESEACH AND/OR CREATE...\$4.00 PER QUARTER HOUR.*

Signature of Requester

Date

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### Internal Use Only

Date Completed: \_\_\_\_\_

Date Contacted: \_\_\_\_\_ via \_\_\_\_\_ Phone \_\_\_\_\_ Mail

Number of Pages: \_\_\_\_\_ Amount Charged \$ \_\_\_\_\_

Amount Collected: \$ \_\_\_\_\_ Date Charges Collected: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_

City Attorney/Prosecutor Signature \_\_\_\_\_