

**REQUEST FOR INSPECTION OR COPYING
OF THE HOUSING AUTHORITY OF THE CITY OF TULSA'S PUBLIC RECORDS**

Name of THA Department _____ Date _____

Name _____ Phone Number _____

Address _____ Email _____

This request is for ☐ **INSPECTION** or ☐ **COPYING** (please check one) of the following described records pursuant to the Oklahoma Open Records Act:

Record Title/Date	Number of Copies
1. _____	_____
2. _____	_____
3. _____	_____

RECORD CUSTODIAN SHALL NOTE IN MARGIN ANY RECORD NOT PRODUCED

This request is made for business or personal or commercial need. **(Circle one)** I have been advised that a charge for copying public records is authorized by state law and has been established by the Housing Authority of the City of Tulsa.

Signature

Title or Business Identity (If Applicable)

INTERNAL USE ONLY

Request Date _____ Produced Date: _____

Request Time _____ Produced Time: _____

Delay in Production Yes or No _____ copies made _____

Reason _____

Charge for non-office equipment \$ _____

Search Fee Charged Yes or No _____ Search time _____ hours, _____ minutes

Total Charges \$ _____

Charges Paid \$ _____ Receipt Number _____

The following record(s) were not produced for the reason(s) indicated:

<u>List Name of Record</u>	<u>List Reason</u>
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Signature of Record Custodian
