**OPEN RECORDS ACT POLICY**

**All requests for records under the Oklahoma Open Records Act shall be made in writing and delivered to the Salina Town Clerk during the regular business hours of Salina Municipal Offices.**

**Prior to furnishing records to any individual requesting records, or making records available for review, a copy of the request will be faxed to the Salina City Attorney who will determine whether or not the record in question is considered an open record pursuant to the Oklahoma Open Records Act as codified in 51 O.S.A. 24 (a) et seq. If a portion of the records is not considered open under the Act, this will allow those non-public portions to be removed prior to release. The response of the Salina City Attorney to the requests made will be answered in a prompt manner.**

**The costs of copying any record will be the sum of $0.25 per page and no further charges will be made unless the request is made for a commercial purpose or would clearly cause excessive disruption of the public body’s essential functions. In those events the Town of Salina and the Salina Public Works Authority will additionally charge a sum of $7.25 per hour for the time necessary to produce the record for each individual so involved.**

**If requests for records are made at times when the request causes a disruption of essential government function, an appointment will be scheduled to fulfill the request.**

**City of Salina/Salina Public Works Authority**

**REQUEST FOR RECORD INSPECTION AND/OR COPY**

**Records are open for inspection unless specifically exempt from disclosure by the Oklahoma Open Records Act (Title 51. Sec. 24) or other laws. The record custodian and the City Attorney, prior to the release of any information, will review all requests for inspection. A reasonable time is allowed by state law for the Town to furnish the record requested, and a charge for providing access/copies to the public are also authorized by state law and have been established by the Board of Trustees. The charges are set at a level to compensate the Town for the actual costs incurred in honoring your request. The fee schedule established by the Board of Trustees is posted at City Hall, in the Clerk’s office.**

**Your Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_\_**

**Purpose of Record Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Record Provided (Office Use):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Record Sought (Be Specific):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Attach additional pages if necessary**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**----------------------------------------------------------------------------------------------------**

**To be completed by custodian**

**Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_**

**Staff Time Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Copies Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_ Total Charges: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Record Custodian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**