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www.skiatookpolice.gov



Skiatook Police Department

220 S. Broadway St. • Skiatook, Oklahoma • 74070

INTERNAL USE ONLY

Time of Request: Date: _____ Time: _____:_____ am/pm

Time Access Provided: Date: _____ Time: _____:_____ am/pm

Search Fee Charged ☐ Yes ☐ No

Search Time _____ Hours, _____ Minutes

Please note: a search fee may be charged according to number 4 of 51 O.S. § 24A.3. However, "In no case shall a search fee be charged when the release of records is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants."

(Example search fee: \$30.00 per hour or \$7.50 per each quarter hour, including time transferring data.

<https://www.cityoftulsa.org/media/26553/executive-order-no-2024-08.pdf>)

Charge for Use of Non Office- Copying Equipment \$ _____

Total Charge \$ _____

Charges Paid \$ _____

Billed \$ _____

Receipt Number \$ _____

Delay in production ☐ Yes ☐ No

Reason For Delay (if applicable): _____

Please note: Under number 6 of 51 O.S. § 24A.3, A public body must provide prompt, reasonable access to its records but may establish reasonable procedures which protect the integrity and organization of its records and to prevent excessive disruptions of its essential functions. A delay in providing access to records shall be limited solely to the time required for preparing the requested documents and the avoidance of excessive disruptions of the public body's essential functions. In no event may production of a current request for records be unreasonably delayed until after completion of a prior records request that will take substantially longer than the current request.

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

1. _____
2. _____
3. _____
4. _____

Signature of Record Custodian _____