

JOHN M. INSABELLA

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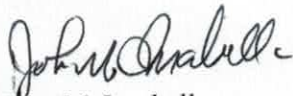
Christopher J. Barnett
7520 E. 102nd Street
Tulsa, Oklahoma 74133

Re: Open Records Request to the City of Henryetta

Dear Mr. Barnett:

We have no record of a request for records from you. If you would like to make a request it is necessary that you fill out the enclosed form and return it in person or by mail to the Henryetta City Clerk, P.O. Box 609, Henryetta, Oklahoma 74437.

Sincerely,



John M. Insabella
City Attorney, Henryetta

Enclosure as stated

REQUEST FOR RECORD COPY

CITY OF HENRYETTA

(To Be Completed by Requester)

NAME: _____

ADDRESS: _____ (Street)

_____ (City, State)

PHONE NUMBER: () _____

SIGNATURE: _____

COPIES SOUGHT: Please provide as specific a description as possible of the record(s) you desire to copy.

<u>Record Title/Date</u>	<u>Number of Copies Desired</u>
1. _____	_____
2. _____	_____
3. _____	_____

CHARGES: A charge for providing copies of public records is authorized by state law and has been established by the City Council. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. The fee schedule established by the City is posted in this office.

The charge to you for copying the record(s) you request is \$_____.

Prepayment of the above amount _____ is required _____ is not required

Your copy of this form is your receipt.

(To Be Completed by Record Custodian)

Time of Request: Date _____
Time _____: _____ AM PM

Time Access Provided: Date _____
Time _____: _____ AM PM

Staff Time Involved: _____ Hours _____ Minutes

Charge per page copied: \$_____._____ Charge for use of non-office copying equipment \$_____._____

Total Charges: \$_____._____

Prepaid _____
Paid _____
Billed _____