

**TOWN OF MOUNTAIN VIEW, OKLAHOMA
RECORDS REQUEST FORM**

Pursuant to the Oklahoma Open Records Act, any person may request access to public records maintained by the Town of Mountain View. Please complete this form to request records.

REQUESTOR INFORMATION:

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

RECORDS REQUESTED:

Please describe the records you are requesting with as much detail as possible, including names, dates, locations, and any other pertinent information:

FORMAT REQUESTED:

- Electronic Copy (if available)
- Paper Copy
- Inspection Only

DELIVERY METHOD:

- Email
- Mail (Subject to additional mailing fees)
- Pick-up in person

FEES:

Fees for copies and research time may apply in accordance with state law and local policies. You will be notified of any applicable fees before processing your request.

CERTIFICATION:

I understand that the records provided may be subject to redactions as required by law and that some records may be exempt from disclosure under the Oklahoma Open Records Act. I agree to pay any applicable fees prior to receiving the requested records.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

Fees Assessed: \$ _____

Date Request Fulfilled: _____

Fulfilled By: _____

Notes: _____