



McClain County 9-1-1

P.O. Box 922,
Purcell, OK 73080

Open Records Request for Audio Recording

Name of Requestor: _____ Phone: _____

Address: _____

Purpose of Request: _____ (Commercial, News Media, Involved Party, Other)

Under the **Oklahoma Open Records Act, 51 O.S. §24A.1**, I am requesting an opportunity to inspect or obtain copies of public records that pertain to the incident described below. I understand that pursuant to **51 §24A.5(3)**, sometimes the entire record will be exempt, but if redaction is possible, the reasonable segregable portion of a record containing exempt material shall be provide after the exempt portion has been removed.

Description of Request (Be as specific as possible, including names, phone numbers, dates, property addresses, etc., if known)

Date of Call: _____ Time of Call: _____

Phone Number(s) Used to Report Incident: _____

Nature of Report: _____

Location: _____

Section 24A.5(3) of Title 51 provides that “a public body may charge a fee only for recovery of the reasonable, direct costs of document copying, or mechanical reproduction.” This fee (per “memorandum for Record November 18, 2009) is set at a level to compensate the McClain County 911 Trust Authority for the costs incurred in honoring your request. The fee for an audio copy of a call placed to the McClain County 911 Center or the Blanchard, Oklahoma 911 Center is \$25.00 per incident. The recording will be provided in CD format and mailed to the address you have listed above. Payment should be submitted with this request. Checks should be made payable to: McClain County 911 Trust Authority.

Custodian of Record: Mike Clifton McClain County 9-1-1 Executive Director.

Date: _____ Paid: _____ Received by: _____