



# Open Records Request



**THIS FORM IS NOT FOR REQUESTING POLICE RECORDS.**  
For police records please contact the Moore Police Department at (405)793-5134.

City Clerk's Office: (405)793-5021

Name of Requester: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose(s) of Request:  Commercial  Moore Resident  News Media  Scholar  Author  Other

Description of Request (Be as specific as possible, including names, dates, property address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Possible fees:

- 1. \$.25 per page will be charged for each copy
- 2. Price range from \$5.00 - \$25.00 for oversized documents
- 3. Copies provided on CD or DVD are \$10.00 per disc; flash drive \$25.00
- 4. Search fee for commercial purposes \$25.00/hr; payment in advance may be required
- 5. \$1.00 for each computer page

I agree

Requests to be processed by Community Development may require approximately 14 business days to be completed. Records requiring legal review may require approx. 30 business days to be completed. All other requests for records will be completed within approximately 7 business days.

Submit request to > Mail: City Clerk's Office      Email: [cityclerk@cityofmoore.com](mailto:cityclerk@cityofmoore.com)  
301 N. Broadway  
Moore, OK 73160