

RESOLUTION # 08-09-10

**Adoption of guidelines for Request for
Inspection and or copying of Records**

BE IS RESOLVED BY the Town Board for the Town of Jet, Oklahoma, that in order to provide for a orderly process to handle requests by the public to inspect public records and/or to request copies of public records, and to insure that the costs of such requests to the Town are recovered as permitted by law, forms should be adopted that permit all requests for inspection and/or copying of public records be submitted in writing, specifically describing the information requested and setting the anticipated charge for the request as permitted by the Oklahoma Open Records Act.

THEREFORE, The Town Board hereby adopts form to be used to require that all requests for inspection and or copies of public records be submitted in writing that will specifically identify the information requested, the anticipated charge for to the requester for the records and if necessary a notice of delay and/or denial of the request, setting for the reasons and authority therefore.

Approved by the Town Board this 10 day of September 2008.

MAYOR

Attest:

Town Clerk