

City of Lawton, Oklahoma
OPEN RECORDS REQUEST FORM

212 SW 9th Street, Lawton, Oklahoma 73501

580-581-3305, (Fax) 580-581-3315

lawtonok.gov/departments/city-clerk

Traci Hushbeck, City Clerk/Open Records Request Coordinator

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name John MI _____ Last Name Horton

E-mail Address johndhorton@yahoo.com

Mailing Address _____

City Lawton State OK Zip _____

Telephone _____ FAX _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail

Is this request for retail, trade, or other commercial purpose? _____

Is this request in the public interest as more specifically defined in 51 O.S. § 24A 4 b *?

Signature John Horton Date June 15, 2021

Payment Information

Maximum Authorized Cost \$ _____

Select Payment Method
 Cash Check Money Order Exempt*

Fees: 8.5"x14" or smaller size pages - \$0.25 per page

11"x17" size pages - \$0.75 per page

Other sizes - provided on request, subject to availability

Delivery: Delivery / postage fees - additional depending upon delivery type.

Extras: Special service charges may be assessed; dependent upon request.

*Pursuant to 51 O.S. § 24A.4.b, if the release of records is in the public interest, including but not limited to, release to the news media, scholars, authors, and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the Open Records Request Coordinator has the technological means and the integrity of the records will not be jeopardized by such method of delivery

**Business license for
 Popeye's Restaurant
 6119 NW CACHE RD
 LAWTON OK 73505-3301**

AGENCY USE ONLY

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
 Coordinator: If any part of request cannot be delivered in ten business days, detail reasons here.

in Progress _____ Open _____

Denied _____ Closed _____

Filled _____ Closed _____

Partial _____ Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking # _____	Total _____	Deposit _____	Balance Due _____
Rec'd Date _____	Ready Date _____	Balance Paid _____	
Total Pages _____			
Records Provided			
Coordinator Signature _____		Date _____	