

**Request for Record Inspection and/or Copy**

Records are open for inspection unless specifically exempt from disclosure by the Open Records Act or other laws. The record custodian prior to release of any information will review all requests for record inspection. A reasonable time is allowed by state law for the RWD to furnish the requested record, and a charge for providing access/copies to public records is also authorized by state law and has been established by the RWD in the Bylaws. These charges are set at a level to compensate the RWD for the actual costs incurred in honoring your request. The fee schedule established by the RWD is filed at the County Clerk's office. This PDF form can not be filled out and signed from a browser. It must be saved to your computer or smart phone, printed and sent via postal mail or scanned and sent via email.

Name of Requesting Party:

Vera Baker

Title or Business Entity: Individual RWD Member Telephone No: [REDACTED]

Mailing Address: [REDACTED] Bradley OK 73011  
 (Street) (City) (State) (Zip)

Copies of the following described records are requested pursuant to the Oklahoma Open Records Act.

Description of Record (s) Requested: (Please be specific)	Purpose*	#Of Copies
Nataline stated during the meeting on June 10, 2024 that records had been destroyed by a flood.		
I would like a copy of the meeting minutes from the meeting of June 10, 2024.	Personal	1
I would like a copy of the insurance claim for those destroyed records.	Personal	1

\*Is this request for  Commercial  Media Related or  Personal Use (Please check applicable box)

Signature: [REDACTED] Date of Request: 7-15-2025

**INTERNAL USE ONLY**

**To Be Completed by Record Custodian**

Date Request Received: 7-15-2025	Time Request Received:
Date Request Completed: 8-4-2025	Time Request Completed:
Description of Documents Provided: Unable to locate the minutes to the meeting June 10, 2024	
Was there a Delay in Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for Delay:	
Search Fee Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Search Time _____ #Hrs _____ #Mins
#Copies:	#Pages
Certified Copy Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Charges: \$	Total Paid: \$
Receipt #:	

Signature of Record Custodian: [Signature] Date: 8-4-2025

Send completed form by mail to the Board Secretary at PO Box 87; Bradley, OK 73011  
 or present to the Board of Directors during a meeting.