

Grady County Rural Water District 3

P.O. Box 87
Office: 405-462-7595

202 Bradley Avenue
Emergencies: 405-756-6000

Bradley, OK 73011
Email: None

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 as a level to compensate the RWD for the actual costs incurred in honoring your request. The fee schedule established by the RWD is posted in the RWD 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.

Name of Requesting Party: _____
 Title or Business Entity: _____ Telephone No: (____) _____
 Mailing Address: _____
(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

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

Signature: _____ Date of Request: _____

INTERNAL USE ONLY

To Be Completed by Record Custodian

Date Request Received:	Time Request Received:
Date Request Completed:	Time Request Completed:
Description of Documents Provided:	
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: _____ Date: _____