



Town of Slaughterville

10701 US 77, Lexington, OK 73051
(405) 872-3000 Fax: (405) 872-0330

PUBLIC NOTICE

NOTICE REQUIRED BY OPEN RECORDS ACT Title 51 O.S. Section 24A.6

Pursuant to the Open Records Law, The Town of Slaughterville hereby provides the following notice regarding obtaining open records from the Town:

1. The times and days of the week when The Town of Slaughterville's records are available for inspection, copying or mechanical reproduction are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Monday through Friday.
2. The name, mailing address, and telephone number of the individual in charge of the records is the Town Clerk: Marsha Blair, or her designated Assistant, 10701 US 77 Slaughterville, Oklahoma, (405) 872-3000.
3. The procedures for obtaining access to Slaughterville's open records are as follows:
 - a. Fill out a Request for Record Inspection and/or Copy (which is available at Town Hall at the above stated address during the above stated hours, or download the document online at www.town.slaughterville.ok.us).
 - b. Pay the fees for copies and/or costs for record search and copying the date, and all other fees associated with the reproduction of the documents and/or mailing (as estimated by the Town Clerk).

Costs per copy total twenty-five cents (\$0.25) per page for records having dimensions of eight and one-half (8 ½ by fourteen (14) inches or smaller, or a maximum of one dollar (\$1.00) per copied page for a certified copy.

\$10.00 per hour direct costs for record search and copying the data.

Actual costs associated with documents that are larger than 8 ½ x 14.

- c. Obtain the copies.

Marsha Blair, Slaughterville Town Clerk