

PITTSBURG COUNTY SHERIFF'S OFFICE

OPEN RECORDS REQUEST FORM

Oklahoma Open Records Act - 51 O.S. §§ 24A.1 et seq.

Instructions: Please describe the records requested with enough specificity for the Sheriff's Office to identify them. A request may seek existing records; the Sheriff's Office is not required to create a new record, report, compilation, or answer questions that are not contained in an existing record. Do not include sensitive personal information unless necessary to identify the requested record.

REQUESTER INFORMATION

Name	
Organization / Company (if applicable)	
Email	
Phone	

Mailing Address: _____

RECORDS REQUESTED

Date range of records, if known: _____

Describe the records requested. Include names, dates, incident/case numbers, subject matter, departments, or other identifying information when known.

PREFERRED ACCESS / COPY METHOD

- ☐ Inspect existing records in person
- ☐ Paper copies
- ☐ Electronic copies, if available and the Sheriff's Office elects to provide them electronically
- ☐ Certified copies, if available

Note: The requested delivery method is a preference. Records will be made available in a manner consistent with the Oklahoma Open Records Act, applicable law, and the Sheriff's Office's reasonable procedures.

PURPOSE / FEE INFORMATION

The following information is requested only to assist in determining whether a search fee may lawfully apply under 51 O.S. § 24A.5. A requester is not required to explain why records are sought except as permitted by law.

- ☐ Personal / noncommercial use

- ☐ Commercial purpose
- ☐ News media / scholarly / author / public-interest purpose
- ☐ Taxpayer seeking information concerning the performance of public officials
- ☐ Other / prefer not to state: _____

Fees: Applicable fees will be assessed under the PCSO Open Records Fee Schedule and 51 O.S. § 24A.5. Current proposed schedule: ordinary copies up to 8½ x 14 inches - \$0.25/page; certified copies - \$1.00/page; when a search fee is legally authorized, clerical/records search and retrieval - \$25.00/hour, and legal, financial, or IT search and retrieval - \$50.00/hour. Other reproduction/media costs are charged at the reasonable direct cost. Advance payment may be required when authorized by law.

REQUESTER ACKNOWLEDGMENT

I understand that: submission of this form does not guarantee that every requested record is open to public inspection; some records or portions may be confidential or exempt by law; PCSO may request clarification if the request is not sufficiently specific; and applicable fees may be estimated before copies or chargeable search work are performed.

Requester Signature (optional): _____

Date: _____

FOR PCSO USE ONLY

Request No.	
Date / Time Received	
Received By	
Assigned To	
Clarification Requested	☐ No ☐ Yes Date: _____
Fee Estimate / Disposition	

☐ Records available ☐ Partial release / redactions ☐ No responsive records ☐ Exempt / withheld ☐ Referred to legal counsel

Date completed / requester notified: _____

DRAFT FOR REVIEW AND ADOPTION - PITTSBURG COUNTY SHERIFF'S OFFICE