



# OKLAHOMA ETHICS COMMISSION

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## Open Records Request Form

Name

Organization

Address:  
City, State Zip

Telephone  
No.

Fax No.

Email:

(Description of Documents Requested or State "Attached" and attach request)

- Return Records:  Mail  Facsimile  
 Pick up the documents; OEC will call when ready for pickup.  
 Electronic submission, ensure your email address is listed above.

I am:

- News Media  Scholar or author  
 Commercial Entity  Other  
 Taxpayer seeking to determine whether those entrusted with the affairs of government are honestly, faithfully, and competently performing their duties.

If payment is required, the Ethics Commission will supply you with your requested documents after payment is received.

\*For requests involving a large number of copies or significant search fees the Commission may require a deposit before processing the request.

**FEES OF THE OKLAHOMA ETHICS COMMISSION,  
PURSUANT TO OKLAHOMA OPEN RECORDS ACT, 51 O.S. § 24 A.5 (4)**

Copy fee for records (8 ½ in. x 14 in. or smaller)	\$0.25/page
Certified copy fee for records (8 ½ in. x 14 in. or smaller)	\$1.00/page
Search fees:	
Administrative staff fee for record search	\$25.00/hour
Attorney fee for record search of confidential records	\$65.00/hour
Cost of 8 GB USB Flash Drive for storing records	\$11.00/each
Cost of CD/DVD for storing records	\$0.25/page

**Helpful Hints**

- If possible, be specific, limit the scope of the request.
  - For example, instead of requesting “all records” relating to a specific event, request documents related to a particular group of filers or a particular entity/individual within a detailed time period. While the agency does not have a preference whether the request is specific, generally the more broad the request, the longer it will take to respond to the request.
  - If possible, list the exact document you are looking for. This helps the agency focus on your needs with respect to records and provide a response more quickly.
- Provide a time frame.
  - Remember the Ethics Commission has been a constitutional body since 1990. It has processed hundreds of thousands of documents since its inception and processes approximately several hundred documents annually.
- Please do not send a request in the form of questions. The correct form of an open records request is a clear statement of records needed.