

Oklahoma Department of Mines (ODM) Oklahoma Open Records Act Records Requests

The Oklahoma Open Records Act is codified in [51 O.S. §24A.1 through 24A.18](#). The Open Records Act is a series of laws designed to guarantee that the public has access to public records of governmental bodies in Oklahoma. This act gives you the right to access, review and copy certain Oklahoma Department of Mines records.

We can process requests pertaining only to records of the Oklahoma Department of Mines. If you seek records from another agency, please direct the request to that specific agency.

Forms:

The form and process listed below was developed to ensure compliance with the Open Records Act and facilitate the public's right to access and review our records.

Open Records Act requests for records from the Oklahoma Department of Mines may be made using the form on our website or other written request method:

<https://oklahoma.gov/mines/contact/request-records.html>

Please allow for ten (10) business days for requested information to be scanned/copied and ready for transmission depending on the extensiveness of your request. Should more time be required, you will be notified by telephone or email. Please be advised that photocopies of documents and maps larger than 11" x 17" must be sent out-of-house to be reproduced. The cost of reproduction will be added to your ODM invoice. All efforts will be made to transmit the information electronically unless hard copies are requested. You must notify ODM if you desire hard copies *before* we begin to fulfill your request.

All fees must be paid by check or money order, payable to ODM, before the material will be sent.

Requests may be subject to fees for the costs of record searches and copies in accordance with the fee schedule below.

Fee schedule:

Scanning fees for documents, which are 11 x 17 inches or smaller are:

- No charge for 200 pages or less
- \$20.00 per hour charge for more than 200 pages
- Oversized Map Charge: \$2.00 per page

Photocopying fees for documents, which are 11 x 17 inches or smaller are:

- No charge for 10 pages or less
- \$0.10 per page for more than 10 pages

Oversized Maps:

- Scanning fee of \$2.00 per page
- Actual cost to reproduce if completed by third party vendor.

Search fees:

A search fee in addition to a fee for photocopying or scanning may be charged. Requests that are for commercial purposes or that would cause excessive disruption of office function are charged a search fee of \$20 per hour for staff time spent in the search. This charge is a reimbursement for staff time.

All fees must be paid by check or money order, payable to ODM, before the material is reviewed or copies are delivered.

Note: Certain records or portions of certain records may be exempt from disclosure pursuant to state and federal statutes and regulations governing the privacy of such records.