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Executive Director

OKLAHOMA ACCOUNTANCY BOARD
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Request for Record/Information Inspection and/or Copy

Records are open for inspection unless specifically exempted from disclosure by the Oklahoma Accountancy Act, Oklahoma Open Records Act, Federal Privacy Act or other applicable laws. Most records can be provided within 24 hours but, depending on the specific request, more time may be needed. § 24A.5.5 of the Open Records Act provides in part that "A public body ... may establish reasonable procedures which protect the integrity and organization of its records and to prevent excessive disruptions of its essential functions." A charge for providing access/copies to public records is also authorized by state law and has been established by the Board. These charges are set at a level to compensate the Board for the actual costs incurred in honoring the request. The fee schedule established by the Board is posted in the Board's office and filed with the Oklahoma County Clerk's office.

Requester's Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

Record/Information Requested

Please provide a specific description of the record(s) you desire to inspect. Include information such as category (CPA/PA, Firm, Candidate), name(s) of individuals / firms, document titles, dates, etc. You will also need to state how you are requesting to view and receive the information such as in person in the OAB office, as a list, electronically to an email address, by fax, by US mail, etc.

Signature: _____ Date: _____

======(Do Not Write Below This Line)=====

Prepayment of the above request is ___required ___ not required.

Request Received: _____ Access to / Copy of Record(s) Provided: _____
Date: _____, Time: _____ AM / PM Date: _____, Time: _____ AM / PM

___ Paper Copy: Number of pages: _____ @ \$.25 per page

___ Electronic format: spreadsheet, email, or scan;

Staff Time Involved: _____ Hours _____ Minutes @ \$ _____ per hour
(Rounded to nearest quarter hour)

Other Charges: _____

Total Charges: \$ _____ CASH OR CHECK ONLY, NO CREDIT CARD PAYMENTS.
Prepaid: \$ _____
Paid: \$ _____

Record Custodian