



OPEN RECORDS ACT REQUEST

OKLAHOMA OFFICE OF THE ATTORNEY GENERAL

NOTE: WE CAN PROCESS REQUESTS PERTAINING ONLY TO RECORDS OF THE OKLAHOMA OFFICE OF THE ATTORNEY GENERAL. IF YOU SEEK RECORDS FROM ANOTHER AGENCY, PLEASE DIRECT THAT REQUEST TO THE SPECIFIC AGENCY.

Information requested: Please state with specificity the nature of your request and the records you seek, providing detailed information to make the search as *efficient and timely as possible*. Please **narrow** your request as much as possible. It helps OAG to produce records in a timely fashion and ensures that OAG provides specific records you seek. Broad requests that include commonly used terms or requests for information or records across a lengthy period of time can retrieve thousands of documents, which must be located and legally reviewed to comply with applicable federal and state law concerning confidentiality or privilege. As a result, OAG respectfully requests you to narrowly tailor your request to meet your specific needs. Please also be advised that the Open Records Act *does not* require OAG to create a record not otherwise in its possession. [51 O.S.2021, § 24A.18](#). See Page 2 for more information about OAG’s Open Records Act Request Program.

Specific search terms: *Please separate search terms by a semi-colon (;)* **OPTIONAL**

OAG may exclude news or listserv correspondence and alerts from bulk media sources:	Yes	No
Purpose of Request:	Personal	Commercial
		Public Interest
I am a member of the ____ (select one):	General Public	Media
Please provide specific date range:	to	
	Starting Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)

The Office of the Attorney General does not accept the following types of records requests:

- **Continuing requests with an indefinite ending date, and**
- **Requests requiring responsive records up to the date of production.**

Contact Information: * - Required

First Name*	Last Name*
Business Name (if not individual)	Street Address*
City*	State*
Phone Number*	Zip*
	County
	Email Address*

You will be notified of any applicable fees pursuant to the [Oklahoma Open Records Act, 51 O.S.Supp.2024, §§ 24A.1–24A.34](#). Information about fees can be found on the OAG website. **DO NOT** send money prior to receiving notification of applicable fees and the exact amount due. Requested records are sent via email, to the address provided on this form, unless you specify a different, mutually agreeable method.

Return Form to:
 Oklahoma Office of the Attorney General
 313 N.E. 21st St.
 Oklahoma City, OK 73105
 (405) 521-3921
openrecordsrequest@oag.ok.gov



OPEN RECORDS ACT REQUEST PROGRAM INFORMATION

OKLAHOMA OFFICE OF THE ATTORNEY GENERAL

- OAG requires requests to be submitted in writing, handwritten or electronically.
- Requests should be sent to openrecordsrequest@oag.ok.gov.
- As the chief law officer for the State and counsel to state agencies, boards, and commissions, the Attorney General possesses confidential litigation and investigate files. As such, please direct requests to the court of record for any filed pleadings in quasi-judicial or judicial proceedings in state or federal agencies.
- The Office of the Attorney General does not accept the following types of records requests:
 - Continuing requests with an indefinite ending date, and
 - Requests requiring responsive records up to the date of production.
- OAG has the capacity to provide the following types of records including, but not limited to:
 - Paper records,
 - Electronic communications,
 - Audio and video files,
 - Text messages on state-issued phones,
 - Calendar entries,
 - Facebook,
 - Twitter, and
 - LinkedIn.
- OAG can conduct searches for sent and received electronic communications in the following manner:
 - Named organizations or individuals,
 - Identified cell phone numbers
 - Specific email addresses, or
 - Email domains.
- If you do not have a specific name, number, or email address, please provide relevant search terms and [a] timeframe(s) for OAG to narrow the search.
- Available electronic communications can be requested from calendar year 2011 forward.
- To eliminate unwanted electronic communications, requestors may elect to exclude news or listserv correspondence or alerts from bulk media sources.
- Please note the following OAG policy concerning fees:

Requests may be subject to fees for the costs of record searches and copies in accordance with the fee schedule on file with the Oklahoma County Clerk and published on the OAG website. Pursuant to 51 O.S.2021, § 24A.5(4), this office may elect to charge a reasonable fee to cover direct costs of copying or mechanical reproduction of records subject to the Act. In addition, if the request is solely for a commercial purpose or would clearly cause excessive disruption of OAG's essential functions, OAG may charge an additional fee to recover its direct cost of record search and copying. Further, OAG reserves the right to waive any fee(s) when the office believes the public interest outweighs an excessive disruption of office functions. Those submitting a request subject to additional recovery costs will be provided with an estimate and a fee responsibility acknowledgment that must be completed before work begins.

The OGC will determine, in consultation with ORA designee(s) if any additional recovery costs should be charged to the requestor. The OGC will also coordinate preparation of an estimate of costs for the requestor. The estimate of costs shall be communicated and agreed to by the requester under the Open Records Communication Process. All fees for copies, including delivery fees, must be paid by cashier's check or money order, payable to OAG, before the documents are provided.

The imposition of fees will not be used for the purpose of discouraging requests for information or as obstacles to disclosure of requested information.