



# OPEN RECORDS ACT REQUEST PROGRAM INFORMATION

OKLAHOMA OFFICE OF THE ATTORNEY GENERAL

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**OAG CAN PROCESS REQUESTS PERTAINING ONLY TO RECORDS OF THE ATTORNEY GENERAL'S OFFICE. IF YOU SEEK RECORDS FROM ANOTHER STATE AGENCY OR PUBLIC BODY, PLEASE DIRECT THE REQUEST TO THAT SPECIFIC AGENCY OR PUBLIC BODY.**

- In accordance with title 51, section 24A.5(7) of the Oklahoma Statutes, OAG **requires** requests to be submitted using the office's Open Records Act Request form.
- Requests should be sent to **[openrecords@oag.ok.gov](mailto:openrecords@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 requester. 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.



# OPEN RECORDS ACT REQUEST

OKLAHOMA OFFICE OF THE ATTORNEY GENERAL

Type of Requester:

Other \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Return Form to:

Oklahoma Office of the Attorney General  
313 N.E. 21st St., Oklahoma City, OK 73105  
[openrecords@oag.ok.gov](mailto:openrecords@oag.ok.gov)

## Contact Information \* - Required

First Name\*

Last Name\*

Entity Name (For example: Publication name, news station name, business name, etc.)

Street Address\*

City\*

State\*

Zip Code\*

County

Phone Number\*

Email Address\*

## Request Information

OAG may exclude news or listserv correspondence and alerts from bulk media sources:

☐ Yes

☐ No

Will you be using the record(s) requested in any form, directly or indirectly, to sell, resell, lease, offer for subscription, or otherwise profit from any part of the information within the requested record(s)?

☐ Yes

☐ No

**NOTE:** This does not pertain to news publications (online or print) or a radio or television station in its news reporting or broadcasting.

**Records/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 and 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 including 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. 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.](#)

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

Please provide specific date range:

to

Starting Date (mm/dd/yyyy)

Ending Date (mm/dd/yyyy)

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

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 at <https://oklahoma.gov/oag/news/open-records-request.html>. **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.

**Acknowledgement on Delivery and Fees**

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By completing and submitting this form, I acknowledge the following:

- The above records are requested in accordance with the Oklahoma Open Records Act;
- If the records are available in an electronic format, they may be provided to me by email or other electronic means;
- Search fees for records may apply;
- Copying or printing fees may apply if I prefer to receive physical copies of the records requested;
- A fee will be charged if I request the records to be placed on a thumb drive; and
- Certified copies will incur a larger per-page fee than non-certified copies.

☐ I acknowledge.    ☐ No, I do not acknowledge.