



**OKLAHOMA**  
Teachers' Retirement System

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405-521-2387

## **OPEN RECORDS REQUEST FORM**

*All fields must be filled out.*

### **Requestor Type**

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial Investment Data Aggregator | <input type="checkbox"/> Media/Journalist |
| <input type="checkbox"/> General Public                        | <input type="checkbox"/> Public Policy    |
| <input type="checkbox"/> TRS member/retiree                    | <input type="checkbox"/> Scholar/Academic |
| <input type="checkbox"/> TRS participating employer            | <input type="checkbox"/> State agency     |
| <input type="checkbox"/> Law Firm                              | <input type="checkbox"/> Supplier/Vendor  |
| <input type="checkbox"/> Other – please specify: _____         |   |

### **Contact Information**

Full Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupational/Entity Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **Purpose of Request**

- ☐ Commercial      ☐ Public Interest      ☐ Personal      ☐ Research

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 record(s)? (NOTE: This does not pertain to news publications (online or print) or a radio or television station in its news reporting or broadcasting.)    ☐ YES    ☐ NO

### **Specific Date Range**

Provide the time frame during which records would have been created or transmitted:

Start date (mm/dd/yyyy): \_\_\_\_\_ End date (mm/dd/yyyy): \_\_\_\_\_

## Specific Records Requested

Please describe as specifically as possible the nature of your request and the records you seek. Providing specifically tailored/narrowed requests will make the search as efficient and timely as possible and will help TRS produce the records you seek in a timely fashion. Broad requests across a lengthy period of time can retrieve voluminous documents, which must be located and legally reviewed to comply with applicable federal and state law concerning confidentiality or privilege. Note, the Open Records Act *does not* require TRS to create a record not otherwise in its possession. [51 O.S. § 24A.18](#)

**By submitting this request to TRS, I acknowledge and agree that my request is made subject to fees as allowed under the Oklahoma Open Records Act (51 O.S. §24A.1 – §24A.40) and applicable TRS policy found at <https://oklahoma.gov/trs/about-us1/open-records-request.html>. Do not send fees until TRS has advised the amount due.**

