OPEN RECORDS REQUEST FORM

The governing body of the City of Nowata has adopted this records request form. The Oklahoma Open Records Act permits a public body to require a requestor to complete a records request form to receive or view records pursuant to 51 O.S. § 24A.5(7), as effective November 1 2025 unless a different method is mutually agreed to. Any person requesting records is only required to provide enough contact information so the municipality can notify you if the request is ready, send the request to you, or contact you if clarification is needed.

1. Name:	**2. Date:**
3. Email Address:	**4. Phone:**
5. Mailing Address:	
6. Company/ Organization/ Firm (if applicable):	
7. Purpose of Request: (check one) ☐ Personal ☐ Commercial ☐ News Media (List org.): ☐ Scholar ☐ Other (specify):	**8. I prefer records to be provided:** ☐ Physical Copies ($.25 per page) ☐ For Inspection ☐ Certified Copies ($1.00 per page) ☐ By Email (If offered)

9. Description of request: Be as ***specific as possible***, include the title or description of the specific records below, specific search terms on box 10, and a date range on box 11. Narrowing your request will help to make sure your records are produced in a timely fashion and ensures that you are provided with the specific records you seek.

10. Suggested Specific Search Terms: Please separate search terms by a semi-colon;

11. Date Range: Starting Date (mm/dd/yyyy): Ending Date (mm/dd/yyyy):

12. Understanding the Records Request Process and the Open Records Act.

- Some records can be produced promptly. Other records may require time to search in which case you will be notified when the records are ready for pickup or inspection.
- By making this request for records, you agree to pay all copying and search fees, if applicable, in the amounts and under such conditions as posted in our office and on file with the county clerk. These charges are set at a level to compensate the municipality for the actual costs incurred in honoring your request.
- You may be required to pay in advance if estimated costs exceed $75 or if you have outstanding fees from prior requests. Any amount paid in excess of actual costs will be refunded. 51 O.S. § 24A.5(4)
- You may be asked to clarify your request if the request does not describe the records with reasonable specificity. To have reasonable specificity, a request shall: "a) specify a general time frame within which the requested records would have been created or transmitted, b) seek identifiable records, rather than general information without any qualifiers or other specifications, and c) include search terms that are sufficiently specific to assist the public body in identifying the requested records." 51 O.S. § 24A.5(7)
- The municipality may ask you to clarify your request. If the municipality has engaged with you to seek the information needed to fulfill the request and to identify the records sought by you, including providing you with general topics or a specific list of records related to the request, the request may be denied if it is still not reasonably specific. 51 O.S. § 24A.5(7),
- The municipality has the ability to determine whether a request is for a commercial purpose. 51 O.S. § 24A.5 (4), 51 O.S. § 24A.40
- The public body is permitted to email records but is not required to do so. A public body should not provide or deliver records in a form that materially alters or removes the content of the original record. See *Wagner v. Office of Sheriff of Custer Cnty., 2021 OK CIV APP 20, ¶ 6, 492 P.3d 1240, 1242. Brooke vs. Reed,* 2024 OK CIV APP Case No. *121604* ¶ 17 (not for official publication) and the AG opinions 1999 OK AG 55 and 2006 OK AG 35.
- A person whose request to inspect or copy a public record is denied by a public body may file a request for review with the Public Access Counselor in the Attorney General's office not later than 30 calendar days after the date of the denial. The Attorney General *may* issue advisory opinions if requested by the head of the public body or its attorney. 51 O.S. § 24A.40