

OPEN RECORDS REQUEST FORM FOR OKLAHOMA CITIES AND TOWNS

All persons requesting records from the City of Sand Springs must complete this request form to receive or view records pursuant to 51 O.S. § 24A.5(7), as amended by SB 535, 2025.

1. Name:	2. Date:
3. Email Address:	4. Phone:
5. Mailing Address:	
6. Company/ Organization/ Firm (if applicable):	
7. Purpose of Request: (check one) <input type="checkbox"/> Resident <input type="checkbox"/> Scholar <input type="checkbox"/> News Media <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify here):	8. I prefer records to be provided: <input type="checkbox"/> Physical Copies (\$.25 per page) <input type="checkbox"/> For Inspection <input type="checkbox"/> Certified Copies (\$1.00 per page) <input type="checkbox"/> By Email
9. Description of request: (Be as specific as possible, include the title of the specific record if known, search terms, and dates the record was made. If you need help narrowing the request, please ask us for assistance and we may be able to help by providing topics of records. A request lacking sufficient specificity may be denied as described in the acknowledgment below.) <hr/> <hr/> <hr/> <hr/>	
10. Acknowledgment By signing below, I acknowledge the following under the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.), including amendments effective November 1, 2025 (SB 535): <ul style="list-style-type: none"> • Some records can be produced promptly. Other records may require time to search in which case I will be notified when the records are ready for pickup or inspection. • By making this Request for Records, I 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. • I may be required to pay in advance if estimated costs exceed \$75 or if I have outstanding fees from prior requests. Any amount paid in excess of actual costs will be refunded. (See 51 O.S. § 24A.5(3), as amended by SB 535, 2025) • I may be asked to clarify my request if it lacks specificity. A request may be considered to lack reasonable specificity if it does not include: a) a general time frame, b) identification of specific records rather than general information, and c) reasonable search terms. (See 51 O.S. § 24A.5(6), as amended by SB 535, 2025) • If I fail to respond to clarification efforts, or if the request is still not reasonably specific, the request may be denied. (See 51 O.S. § 24A.5(6)(d), effective November 1, 2025) • I will receive written notice if the public body cannot complete my request within 30 calendar days of receiving it or after clarification is provided. (See 51 O.S. § 24A.5(7), as amended by SB 535, 2025) 	
SIGNATURE: _____	

INTERNAL USE ONLY

Time of Request: Date: _____ Time: _____: _____ am/pm

Time Access Provided: Date: _____ Time: _____: _____ am/pm

Search Fee Charged Yes No

Search Time _____ Hours, _____ Minutes

Please note: a search fee may be charged according to number 4 of 51 O.S. § 24A.3. However, “In no case shall a search fee be charged when the release of records is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.”

(Example search fee: \$30.00 per hour or \$7.50 per each quarter hour, including time transferring data. <https://www.cityoftulsa.org/media/26553/executive-order-no-2024-08.pdf>)

Charge for Use of Non Office- Copying Equipment \$ _____

Total Charge \$ _____

Charges Paid \$ _____

Billed \$ _____

Receipt Number \$ _____

Delay in production Yes No

Reason For Delay (if applicable): _____

Please note: Under number 6 of 51 O.S. § 24A.3, A public body must provide prompt, reasonable access to its records but may establish reasonable procedures which protect the integrity and organization of its records and to prevent excessive disruptions of its essential functions. A delay in providing access to records shall be limited solely to the time required for preparing the requested documents and the avoidance of excessive disruptions of the public body’s essential functions. In no event may production of a current request for records be unreasonably delayed until after completion of a prior records request that will take substantially longer than the current request.

The following records were not produced for the reason(s) indicated:

1. _____
2. _____
3. _____
4. _____

Signature of Record Custodian _____