



Open Records Request Form

Oklahoma Department of Labor, 409 NE 28th St, 3rd Floor, Oklahoma City, OK 73105
405-521-6100 voice; 405-521-6018 fax; www.labor.ok.gov

How to Submit an Open Records Request

To assist with your Open Records Request to the Oklahoma Department of Labor (ODOL), please return the "Requestor Information" and "Records Description" completed to the address or the fax number above, attention to Custodian of Public Records. If you have any questions regarding your request, call the telephone number above and request to speak to the Custodian of Public Records. Please allow ten (10) business days for your request to be processed. Costs incurred, as applicable under O.S. 51 § 24A.5 et seq, will be billed upon receipt of records.

Revised 01/11

Requestor Information

Name	Organization*	Date
Telephone	Address*	
Fax/e-mail*	If you wish to pick-up your request at the ODOL office, check here: <input type="checkbox"/>	
Signature:		

* This information is optional and is only used to process your request.

Records Description

Is request solely for commercial purpose? (circle one): YES or NO [51 O.S. § 24A.5.(3.)]

Indicate record(s) description and/or name of document(s) below:

OFFICE USE ONLY

	Estimate	Actual	
Number of pages			Requested document(s) on <input type="checkbox"/> 3.5" computer disk or <input type="checkbox"/> CD-rom with specific document format:
Duplication cost per page:	<i>certified</i>	___\$0.25 ___\$1.00	
Duplication cost		\$	Search time and direct costs must be approved by the Custodian of Public Records only (initials)
Search time (hours)*			
Document search rate per hour*		X	
Document search cost*		\$	
Other direct costs (disks, etc.)*		\$	
TOTAL amount due			\$

* Search time when applicable under 51 O.S. § 24A.5.(3.) for records/documents through ODOL Information Technology Unit or other ODOL units/division.

APPROVAL

Custodian of Public Records, or designee approval:		Date:	
Date mailed / delivered / picked-up:		Date payment received:	

Request to database; date: _____; Staff: _____