



# OPEN RECORDS ACT REQUEST

OKLAHOMA OFFICE OF THE ATTORNEY GENERAL

**NOTE: WE CAN PROCESS REQUESTS PERTAINING ONLY TO RECORDS OF THE OKLAHOMA OFFICE OF THE ATTORNEY GENERAL. IF YOU SEEK RECORDS FROM ANOTHER AGENCY, PLEASE DIRECT THAT REQUEST TO THE SPECIFIC AGENCY.**

**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*. It is helpful to you and OAG to narrow your request as much as possible. Broad requests that include 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. Please also be advised that the Open Records Act *does not* require OAG to create a record not otherwise in its possession.

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

**Purpose of Request:**  Personal  Commercial  Public Interest

**Please provide specific date range:** \_\_\_\_\_ to \_\_\_\_\_  
Starting Date (mm/dd/yyyy) Ending Date (mm/dd/yyyy), or  
**Present**

**Contact Information:** I am a member of the (select one):  General Public  Media

_____ First Name*		_____ Last Name*	
_____ Media Organization (if applicable ) or Business Name (if not individual)*		_____ Street Address*	
_____ City*	_____ State/Country*	_____ Zip*	_____ County
_____ Phone Number*		_____ Email Address*	

You will be notified of any applicable fees pursuant to the Oklahoma Open Records Act, 51 O.S.2021, §§ 24A.1 – 24A.33. **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 an agreeable different method.

**Return Form to:**  
Oklahoma Office of the Attorney General  
313 N.E. 21st St.  
Oklahoma City, OK 73105  
(405) 521-3921  
openrecordsrequest@oag.ok.gov