



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 (name): ☐ Scholar ☐ Other (specify):	8. I prefer record be provided: ☐ Physical Copies (\$0.25/pg.) ☐ For Inspection ☐ Certified Copies (\$1.00/pg.) ☐ By e-mail (if offered)
9. Description of request: Be as <i>specific as possible</i> , include the title/description of the specific records below, specific search terms on box 10, and a date range on box 11. Narrowing your request helps ensure your records are produced in a timely fashion.	
10. Suggested Specific Search Terms (please separate each by semi-colon):	
11. Date Range (mm/dd/yyyy) Starting Date: Ending Date:	
12. Understanding the Records Request Process and Open Records Act. - Some records can be produced promptly. Others may require search time 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 applicable copying and search fees in the amounts and under such conditions as posted in our office and on file with the county clerk. These charges are set to compensate the public body for actual costs incurred. - 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 public body may ask you to clarify your request. If the public body 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 public body has the ability to determine whether a request is for a commercial purpose. 51 O.S. §§ 24A.5(4), 24A.40 - In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the Library's essential functions or is solely for commercial purpose, the Library will charge a reasonable search fee equaling the actual cost to the Library. This cost may include the base salary, benefits, taxes, burdens, and retirement contributions paid by the Library for the employee(s) involved in the search. The requestor will be charged for all search time, review time, and, if necessary, time spent redacting records prior to production, including any legal fees and/or expenses that may be incurred in complying with the request. - The public body is permitted to email records but is not required to do so.	

This form may be submitted via:

U.S. Mail to: Open Records Request
 Central Library - Executive Offices
 400 Civic Center
 Tulsa, OK 74103

Electronic: openrecords@tulsalibrary.org

In person at the Central Library- Executive Offices