

*This letter is provided by Joey Senat, Ph.D., OSU School of Media & Strategic Communications. Use of the letter is free, but please notify professor Senat, joey.senat@okstate.edu, when it is used.*

DATE

NAME OF OFFICIAL  
TITLE  
AGENCY  
ADDRESS

Dear \_\_\_\_\_:

Under the Oklahoma Open Records Act, Title 51, Sections 24A.1-30, I am requesting that any and all records related to [NAME OF RECORDS / GENERAL DESCRIPTION] be made available to me for *inspection*. These records should include, but not be limited to, the following:

[DETAILED LISTING OF RECORDS]

I acknowledge that not all government-held information is open to the public. However, the Oklahoma Supreme Court has said the party claiming non-disclosure carries the burden to prove that an exemption applies. The Court also has said government officials must consider in ruling on records requests that "disclosure is to be favored over a finding of exemption." If all or some portion of my request is denied, please cite in writing the specific statutory exemption being claimed.

Please note that I am asking to inspect these records. I reserve, however, the right to request copies when the records are examined.

The Oklahoma Open Records Act prohibits the charging of a search fee when the release of the "documents 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." [EXPLAIN YOUR IDENTITY & PURPOSE IN TERMS THAT FIT THE PROVISION.] My request clearly falls within this provision of the Open Records Act and no search fee should be charged for this request.

The Oklahoma Open Records Act requires that public bodies provide "prompt, reasonable access to its records," which a state Attorney General Opinion defined as meaning "only the time required to locate and compile the public records." Please respond to this request by no later than [DATE].

If you have any questions about the nature or scope of this request, please contact me. Thank you for your cooperation.

Sincerely,

[YOUR NAME, TITLE AND CONTACT INFORMATION, INCLUDING ADDRESS, PHONE NUMBER AND EMAIL ADDRESS]