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Records Request

Under the **Oklahoma Open Records Act, 51 §24A.1.**, I am requesting an opportunity to inspect or obtain copies of public records. (Please describe below the records you are requesting):

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If we deny any or this entire request, we will cite each specific exemption we feel justifies the refusal to release the information and notify you of the appeal procedures available under the law.

Thank you for your request.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address (if mailing required. Postage will be added)

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Date of request: \_\_\_\_\_ Time of request: \_\_\_\_\_

**Please note:**

**This office will charge for a records request, depending on the size of the search, \$8.00 per hour.**

**If you are requesting copies, we also charge for those (\$.25 per page).**

**Please allow 1 week for completion of all**