



Understanding the Records Request Process and Open Records Act

- Some records can be promptly produced; other records may require time to search. If time is needed you will be notified when records are ready for pickup or inspection.
- By submitting this request, you agree to pay all copying and search fees, if applicable, in the amounts and under such conditions as posted in our office and on file with the county clerk. These charges are set at a level to compensate the county for the actual costs incurred in honoring your request.
- You may be required to pay in advance if estimates costs exceed \$75 or if you have outstanding fees from a prior request. 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. 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 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 county has the ability to determine whether a request is for a commercial purpose. 51 O.S. §24A.5(4) 51 O.S. §24A.40
- A public body should not provide or deliver records in a form that materially alters or removes the content of the original record. *See Wagner v. Office or Sheriff of Custer Cnty.*, 2021 OK CIV APP 20, ¶ 16, 492 P.3d 1240, 1242. *Brooke vs. Reed*, 2024 OK CIV APP Case No. 121604 '1117 (not for official publication) and the AG opinions 1999 OKAG 55 and 2006 OKAG 35.
- A person whose request to inspect or copy a public record is denied by a public body may file a request for review with the Public Access Counselor in the Attorney General's Office not later than 30 calendar days after the date of denial. The Attorney General may issue advisory opinions if requested by the head of the public body or its attorney. 51 O.S. §24A.40
- A county clerk can deny a request by a land records company for electronic copies of the official tract index and land documents. 2012 OK 60, 299 P. 3d 865
- The Open Records Act does not require a county clerk to provide an entity with an electronic copy of the county land records when the copies will be used for commercial purposes. 2018 OK CIV APP 20, ¶ 20, 437 P.3d 211, 215



Logan County, Oklahoma
Open Records Request

Must Print Legibly

Date: _____

Name of Requestor: _____ Business Name (if applicable) _____

Address: _____
Street City State Zip

Email: _____ Phone: _____

Will you be using the record(s) requested in any form, directly or indirectly, to sell, resell, lease, offer for subscription, or otherwise profit from any part of the information within the requested records?
NOTE: This does not pertain to news publications (online or print) or a radio or television station in its news reporting or broadcasting.

Yes _____ No _____

Records/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 and narrow your request as much as possible. It helps Logan County, OK to produce records in a timely fashion and ensures that Logan County, OK provides the specific records you seek. Broad questions including 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 be advised that the Open Records Act **does not** require Logan County, OK to create a record not otherwise in its possession 51.O.S. 2021§24A.18. Attach separate pages as needed.

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

Please provide specific date range: _____ to _____
Starting Date (mm/dd/yyyy) Ending Date (mm/dd/yyyy)

- By completing and submitting this form, I acknowledge the following:
 - The above records are requested in accordance with the Oklahoma Open Records Act.
 - Records will be provided in the format available to Logan County, OK.
 - Search Fees/Discovery Fees for records may apply.
 - Copying or printing fees may apply.
 - A fee will be charged if I request records to be placed on a thumb/flash drive. Logan County, OK cannot accept any equipment provided by requestor.
 - Requestor is responsible for payment for all postage and shipping costs.
 - Requestor may be required to pay in advance if estimated costs exceed \$75 or if I have outstanding fees from a previous request.

Signature

Date