

OPEN RECORDS REQUEST FORM

The Osage County Sheriff's Office complies with the Oklahoma Open Records Act found at 51 O.S. § 24A.1- 24A.19. OCSO records are available for public inspection and copying, except for records which are designated as confidential under state or federal law. If original records are reviewed at the OCSO office, they may not be removed or rearranged during inspection.

REQUESTOR INFORMATION:

Date: _____ Organization/Business: _____

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fee Schedule for Costs of Reproduction:

1. \$0.25 per page for photocopies of records up to 8 ½" x 14" or smaller
2. \$1.00 per page for certified copies
3. Copies of other media (e.g. CD_ROM, flash drive, etc.) shall be actual cost of reproduction, including labor

However, if the request is solely for a commercial purpose or would clearly cause disruption of the essential functions of the public body, then a reasonable fee may be charged to recover the direct cost of record search and copying.

Fee Schedule for Requests Subject to Additional Recovery Costs:

OCSO reserves the right to recover the actual cost of record search and copying, including labor, if the information requested is not readily available or requires an extended amount of time to retrieve. If you submit a request that is subject to additional recovery costs, you will be provided with an estimate before work begins.

1. \$25 per hour fee for commercial requests or those that cause excessive disruption of office functions (OCSO defines an "excessive disruption" request as one that requires more than 8 hours of actual employee work time compile)
2. \$80 per hour fee when computer programming is required on a customized request.
3. \$85 per hour fee when additional legal support is required.

All fees for copies, including delivery fees, must be paid by money order, payable to OCSO, before the documents are provided.

The Osage County Sheriff's Office DOES NOT FAX OR EMAIL REPORTS to Non-Governmental Agencies.

OCSO reserves the right to charge the actual cost of reproduction including labor if the information requested is not readily available or requires an extended amount of time to retrieve. OCSO will provide an estimated charge to copy and produce the records requested. All fees for copies, including delivery fees, if any, must be paid before the documents are provided.

Description of Request (Be as specific as possible, including names, dates, case numbers, property, addresses, etc., if known.)

RECORDS REQUESTED:

If from an outside Law Enforcement Agency please contact the Records Clerk at 918-287-9445 / or fax a request on letterhead to 918-287-1665. You may also call (918) 287-3131 and request to speak with the records clerk.