

**City of Lawton, Oklahoma
OPEN RECORDS REQUEST FORM**

212 SW 9th Street, Lawton, Oklahoma 73501

580-581-3305, (Fax) 580-581-3315

lawtonok.gov/departments/city-clerk

Traci Hushbeck, City Clerk/Open Records Request Coordinator

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

E-mail Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ FAX _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail _____

Is this request for retail, trade, or other commercial purpose? _____

Is this request in the public interest as more specifically defined in 51 O.S. § 24A.4 b *? _____

Signature _____ Date _____

Payment Information

Maximum Authorized Cost \$ _____

Select Payment Method
Cash Check Money Order Exempt*

Fees: 8.5"x14" or smaller size pages - \$0.25 per page
11"x17" size pages - \$0.75 per page
Other sizes - provided on request, subject to availability

Delivery: Delivery / postage fees - additional depending upon delivery type.

Extras: Special service charges may be assessed; dependent upon request.

*Pursuant to 51 O.S. § 24A.4.b, if the release of records 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.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the Open Records Request Coordinator has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

AGENCY USE ONLY

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Coordinator: If any part of request cannot be delivered in ten business days, detail reasons here.

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking # _____	Total _____	Deposit _____	Balance Due _____
Rec'd Date _____	Ready Date _____	Balance Paid _____	
Total Pages _____	Records Provided		
Coordinator Signature _____		Date _____	

DEPOSITS

The coordinator may require a deposit against costs for reproducing documents whenever the coordinator anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under ORA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Open Records Response Coordinator -- check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. Response is due to requester as soon as possible, but no later than ten days.)

- records protected by a state evidentiary privilege (such as the attorney-client privilege, the work product immunity from discovery, and the identity of informer privileges);
- records of what transpired during meetings of a public body lawfully closed to the public (such as executive sessions authorized under the Oklahoma Open Meeting Act);
- personal information within driver records as defined by the Driver's Privacy Protection Act, 18 USC §§ 2721 through 2725;
- records related to internal personnel investigations (including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation);
- records the disclosure of which would constitute a clearly unwarranted invasion of personal privacy (such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body);
- records which reveal home addresses, telephone numbers, and social security numbers of any person employed or formerly employed by the public body;
- personal notes and personally created materials of a public official other than departmental budget requests of a public body prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project;
- records which if disclosed would give an unfair advantage to competitors or bidders;
- bid specifications for competitive bidding prior to publication by the body;
- contents of sealed bids prior to the opening of bids by a public body;
- computer programs or software but not the data thereon;
- appraisals relating to the sale or acquisition of real estate by a public body prior to award of a contract;
- the prospective location of a private business or industry prior to public disclosure of such prospect except for records otherwise open to inspection such as applications for permits or licenses;
- records which contain credit information, credit card numbers, telephone numbers, social security numbers, bank account information for individual utility customers;
- library, archive, or museum materials donated to the public body to the extent of any limitations imposed as a condition of the donation and any information which would reveal the identity of an individual who lawfully makes a donation to or on behalf of a public body including but not limited to donations made through a foundation operated in compliance with 70 O.S. §§5-145 and 4306, except when such donation may be claimed as a tax deduction, in which case the date of the donation, appraised value claimed for the donation, and a general description of the materials donated and their quantity are not excepted from disclosure;
- litigation files and investigatory reports of the office of the City Attorney;
- any information related to research, the disclosure of which could affect the conduct or outcome of the research, the ability to patent or copyright the research, or any other proprietary rights any entity may have in the research or the results of the research including, but not limited to, trade secrets and commercial or financial information obtained from an entity financing or cooperating in the research, research protocols, and research notes, data, results, or other writings about the research;
- the specific terms and conditions of any license or other commercialization agreement related to state owned or controlled technology or the development, transfer, commercialization of the technology, or any other information relating to state owned or controlled technology or the development, transfer, or commercialization of the technology which, if disclosed, will adversely affect or give other persons or entities an advantage over public bodies in negotiating terms and conditions for the development, transfer, or commercialization of the technology;
- vulnerability assessments of critical assets in both water and wastewater systems. State environmental agencies or public utilities may use the information for internal purposes or allow the information to be used for survey purposes only. The state environmental agencies or public utilities shall allow any public body to have access to the information specifically related to the public body's function;

OTHER _____

THIS LIST IS NOT EXHAUSTIVE, AND SPECIFICALLY EXCLUDES EXCEPTIONS RELATING TO LAW ENFORCEMENT RECORDS

As used in the Oklahoma Open Records Act, "record" does not mean: computer software; nongovernment personal effects; and personal financial information, credit reports or other financial data obtained by or submitted to a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or for the purpose of becoming qualified to contract with a public body.

(The Oklahoma Open Records Act, 51 O.S. §§ 24A.1 through 24A.32)

1. All government records are subject to public access under the Open Records Act ("ORA"), unless specifically exempt.
2. A request for access to a government record under ORA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the Open Records Request Coordinator. The ten (10) day response time does not commence until the Open Records Request Coordinator receives the request form. If you submit the request form to any other officer or employee of the **City of Lawton**, that officer or employee must either forward the request to the Open Records Request Coordinator, or direct you to the Open Records Request Coordinator.
3. Requestors may not submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the Open Records Request Coordinator is not required to respond until you reappear before the Open Records Request Coordinator seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **City of Lawton**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **City of Lawton** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Pursuant to Administrative Policy No. _____, the **City of Lawton** will make every effort to accommodate your request for access to government records within ten (10) days after the Open Records Request Coordinator receives the request. If at any time it is determined that requested records cannot be compiled within that time, either due to the nature and/or scope of your request or if your request would create excessive disruptions of essential functions, the Open Records Request Coordinator will contact you to inform you of an estimated response timeline, as well as the estimated cost for reproduction of the same.
7. If the **City of Lawton** is unable to comply with your request for access to a government record, the Open Records Request Coordinator will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requester, if the Open Records Request Coordinator of records fails to respond to you within ten (10) days of receiving a request, the failure to respond is a deemed denial of your request.
9. Information provided on this form may be subject to disclosure under the Open Records Act.