



Open Record Request Form

Office of the City Clerk

The governing body of the municipality has adopted this records request form. The Oklahoma Open Records Act permits a public body to require a requestor to complete a records request form to receive or view records pursuant to 51 O.S. § 24A.5(7), as effective November 1 2025 unless a different method is mutually agreed to. Any person requesting records is only required to provide enough contact information so the municipality can notify you if the request is ready, send the request to you, or contact you if clarification is needed.

Form with fields: 1. Name, 2. Date, 3. Email Address, 4. Phone, 5. Mailing Address, 6. Company/Organization/Firm, 7. Purpose of Request, 8. I prefer records to be provided, 9. Description of request, 10. Suggested Specific Search Terms, 11. Date Range, 12. Understanding the Records Request Process and the Open Records Act.