



**STATE OF OKLAHOMA
OFFICE OF EDUCATIONAL QUALITY AND ACCOUNTABILITY
OPEN RECORDS REQUEST FORM**

The Office of Educational Quality and Accountability (OEQA) complies with the Oklahoma Open Records Act found at 51 O.S. §§24A.1- 24A.19. OEQA 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 OEQA offices, they may not be removed or rearranged during inspection. Records must be kept in the order in which they were provided. If the requestor wants copies made, the requestor must designate the records to be copied with the use of paper marker, self-stick notes or other non-destructive means.

REQUESTOR INFORMATION:

Date of Request: _____
Name: _____ Organization/Business: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Telephone: _____ Email: _____ Fax: _____

FEE SCHEDULE:

- a. \$0.25 per page for photocopies or records up to 8 ½” x 14” or smaller.
- b. Copies of other media shall be actual cost of reproduction including labor.
- c. \$1.00 per page for certified copies.

OEQA 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. OEQA 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.

RECORDS REQUESTED:

FOR OFFICE USE ONLY:

OEQA legal counsel shall be consulted if the open records request is not routine and ordinary. OEQA legal counsel and the OEQA Executive Director shall be consulted if it is anticipated that an open records request will clearly cause disruption of essential agency functions, will take longer than one month to fulfill, or if there is a question about whether certain records are exempt under the Open Records Act.

Person receiving original written request and date thereof: _____

ALL NEWS MEDIA INQUIRIES AND REQUESTS SHALL BE EXPEDITIOUSLY FORWARDED TO THE OEQA EXECUTIVE DIRECTOR.

OEQA individual forwarding the original request from news media to the OEQA Executive Director and date thereof: _____

If applicable, Legal representative approving the release of requested records and date thereof:

OEQA individual providing the requested records and date thereof: _____

ALL OTHER OPEN RECORD REQUESTS (VISUAL INSPECTION)

If requestor is asking to view the original documents:

If applicable, Legal representative approving the review of requested records and date thereof:

OEQA individual monitoring the record review and date thereof: _____

OEQA individual notifying the OEQA Executive Director that open records request has been fulfilled and date thereof: _____

ALL OTHER OPEN RECORDS REQUESTS (COPIES REQUESTED)

If applicable, Legal representative approving the release of requested records and date thereof:

If cost deposit required, OEQA individual requesting deposit, the amount of deposit requested and the date said deposit requested: _____

OEQA individual receiving cost deposit, the amount received and the date received: _____

OEQA individual mailing/hand delivering the records and date thereof: _____

OEQA individual notifying the OEQA Executive Director that open records request has been fulfilled and date thereof: _____

COVER LETTER/LANGUAGE TO BE SENT WITH OEQA RESPONSE TO RECORD REQUEST

Enclosed please find the records located in response to your open records request. Included are all records responsive to your request that are not privileged or otherwise shielded from disclosure by law. While OEQA believes this response to be complete, the agency reserves the right to supplement its response should additional records responsive to your request be discovered.