



# OPEN RECORDS REQUEST FORM

In order to complete your request, please read the following instructions:

Please complete the form fields below. Required fields are noted by an asterisk(\*).

Submit the completed form electronically. Email to: [cityclerk@okemahok.gov](mailto:cityclerk@okemahok.gov)

**DO NOT send payment prior to receiving notification of applicable fees and the exact amount due. If you receive notice that there are costs associated with your request, costs shall be paid in full before the City of Okemah will initiate action to gather the records.**

**Records requested are sent via email, to the address provided on this form, unless you specify a different method of delivery.**

## REQUEST INFORMATION

Narrow your request as much as possible. Information occurring between a lengthy period of time can retrieve thousands of documents.

Purpose of Request\* (select one):  Personal  Commercial  Public Interest

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

Specify the nature of the records you seek.\*

Please provide detailed information to make the search as efficient and timely as possible.

## CONTACT INFORMATION:

I am a member of the (select one):\*  General Public  Media Name\*

\_\_\_\_\_  
First Name Last Name

Business Name\* \_\_\_\_\_

Current Address\* \_\_\_\_\_

Phone Number\* \_\_\_\_\_ Email Address\* \_\_\_\_\_

Request# \_\_\_\_\_ Received by \_\_\_\_\_