OPEN RECORDS REQUEST

PAPER SUBMISSION FORM | Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq.

Use this form if you prefer not to use OSU's online request portal. Submit in person or by mail to OSU Open Records, 307 Whitehurst, Stillwater, OK 74078. You may attach additional pages.

01 REQUESTOR INFORMATION

Name

Email address

Organization / business (if applicable)

Telephone

Mailing address (if needed for delivery)

City

State

ZIP code

Please provide a reliable way for OSU to contact you about clarification, fees or delivery.

02 REQUEST DETAILS

Specificity helps us locate existing records.

OSU campus / unit (if known): ☐ Stillwater / OSU System ☐ OSU-Tulsa ☐ OSU-OKC ☐ OSUIT ☐ OSU Center for Health Sciences ☐ Not sure / other: _____

Record category (optional): ☐ University ☐ Athletics ☐ Police ☐ Purchasing ☐ Institutional data ☐ Other

Approximate date range of records REQUIRED: from (MM/DD/YYYY) Through (MM/DD/YYYY)

Keywords, relevant people, departments or offices:

Describe the specific records requested: Document types, topics, titles or correspondence, if known

If more room is needed, attach additional pages.

03 PREFERRED ACCESS / DELIVERY

Please select: ☐ Electronic copy (email / secure link) ☐ Inspect records in person ☐ Paper copies

OPEN RECORDS REQUEST / CONTINUED

04 FEES AND PROCESSING

What to expect

OSU locates and reviews existing responsive records for applicable legal exemptions and redactions. Some requests may take longer than others. OSU may contact you to clarify the description or date range.

Fees, when applicable, are assessed under the Oklahoma Open Records Act and OSU's current published fee schedule. Search fees may apply for commercial requests or requests that clearly cause excessive disruption of essential functions. OSU will communicate applicable charges and any required prepayment.

Current rates: brand.okstate.edu/services/open-records

For fee determination only, is this request for a commercial purpose? ☐ Yes ☐ No ☐ Not sure

Requestor signature (optional) _____

Date signed _____

FOR OSU STAFF USE ONLY Complete after accepting paper submission.

Physically received on (date): _____	Time: _____ ☐ AM ☐ PM
Received by: _____	Method: ☐ In person ☐ Mail ☐ Other
Entered in NextRequest on: _____	NextRequest ID: _____
Entered by / assigned to: _____	Receipt provided: ☐ Yes ☐ No ☐ N/A

Staff note: Complete the receipt below before detaching it for an in-person requestor.

DETACH BELOW FOR REQUESTOR

OSU OPEN RECORDS **RECEIPT OF PAPER REQUEST**

Date received: _____ Time: _____ ☐ AM ☐ PM

OSU representative: _____

Requestor name: _____

DATE / TIME STAMP

Location: 307 Whitehurst, Stillwater, OK Request ID (if assigned): _____

This receipt confirms delivery only; it is not a determination about records or release.

Questions: openrecords@okstate.edu | brand.okstate.edu/services/open-records