



Open Record Request

*Please clearly specify the nature of your request and the records you are seeking, providing detailed information to make the search as efficient and timely as possible. Please narrow your request as much as you can. This helps the Sheriff's Office produce records quickly and ensures it provides the specific records you seek. Broad requests that include common terms or ask for information over an extended period can return thousands of documents, which must be located and legally reviewed to comply with applicable federal and state laws regarding confidentiality or privilege. Therefore, the Sheriff's Office respectfully asks you to clearly specify your request to address your specific needs. Please also note that the Open Records Act **does not** require the Sheriff's Office to create a record it does not possess. 51 O.S. 2021, § 24A.18.*

Records requested _____

Specific Search Terms _____

Attach supplement pages if more space is needed

Please provide a specific date range:

_____ to _____
Starting Date (mm/dd/yyyy) Ending Date (mm/dd/yyyy)

The Sheriff's Office *does not* accept the following types of records requests:

1. Continuing requests with an indefinite ending date, and
2. Requests requiring responsive records up to the date of production

Purpose of Request: ☐ Personal ☐ Commercial ☐ Public Interest (Media) ☐ Research

Will you be using the record(s) requested in any form, directly or indirectly, to sell, resell, lease, offer for subscription, or otherwise profit from any part of the information within the record(s)? *

NOTE: This does not pertain to news publications (online or print) or a radio or television station in its news reporting or broadcasting. ☐ Yes ☐ No

Contact Information: I am a member of (select one) ☐ Media ☐ Other

First Name

Last Name

Street Address

Media or Business Name if applicable

City State Zip

Email Address Cell Phone

Signature Date

Acknowledgment on Delivery and Fees *

- By submitting this completed form, I am requesting the above records under the Oklahoma Open Records Act.
- I understand that the Sheriff's Office permits in-person pickup only of the records produced.
- I also acknowledge that there are search and redaction fees, as well as charges for the associated paper or electronic media used for video and audio records, on which the records are provided.
- Produced records not retrieved within 90 days of their availability for pickup will be destroyed.

Note: If search fees apply pursuant to the Oklahoma Open Records Act, 51 O.S. § 24A.1 – 24A.31, you will be notified for authorization before any search is conducted.

Do not send money before receiving notification of applicable fees and the exact amount due.

Return form to: Canadian County Sheriff's Office
Records Division
208 W Rogers, El Reno, OK 73036
E-mail: orrc@ccsheriff.net
Phone: 405-422-3187 Fax 405-422-2430

(SO Use Only) Filled by: _____ Date: _____