



Open Records Act Request Eastern Oklahoma State College

Note: We can process requests pertaining **ONLY** to records of Eastern Oklahoma State College (“Eastern”). If you seek records from another agency, please direct that request to the specific agency.

Information requested: Please state with specificity the nature of your request and the records you seek, providing detailed information to make the search as efficient and timely as possible. Please narrow your request as much as possible. It helps Eastern to produce records in a timely fashion and ensures that Eastern provides specific records you seek. Broad requests that include commonly used terms or requests for information or records across a lengthy period of time can retrieve thousands of documents, which must be located and reviewed to comply with applicable federal and state laws concerning confidentiality or privilege. As a result, Eastern respectfully requests you to narrowly tailor your request to meet your specific needs. Please also be advised that the Open Records Act does not require Eastern to create a record not otherwise in its possession. 51 O.S.2021, § 24A.18. See Page 2 for more information about Eastern’s Open Records Request Program.

Specific search terms: Please separate search terms by a semi-colon (;) Optional

Eastern may exclude news or listserv correspondence and alerts from:
bulk media sources:

yes no

Purpose of Request: Personal Commercial Public Interest

I am a member of the ____ (select one): General Public Media

Please provide specific date range: _____ to _____
Starting date (mm/dd/yyyy) Ending date (mm/dd/yyyy)

Eastern does not accept the following types of records requests:

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

Contact Information: * Required

First Name *

Last Name *

Business Name (if not individual)

Street Address *

City *

State*

Zip *

County

Phone Number *

Email Address *

You will be notified of any applicable fees pursuant to the Oklahoma Open Records Act, 51 O.S. Supp 2024 §§ 24A.1-24A.34. Information about fees can be found on the Open Records Fee Schedule. DO NOT send money prior to receiving notification of applicable fees and the exact amount due. Requested records are sent via email, to the address provided on this form, unless you specify a different, mutually agreeable method.

Open Records Program Information

Requests should be sent to openrecordsrequest@eosc.edu.

Eastern Oklahoma State College does not accept the following types of records requests:

- Continuing requests with an indefinite ending date, and

- Requests requiring responsive records up to the date of production.

Eastern has the capacity to provide the following types of records including, but not limited to:

- Paper records
- Electronic communications
- Audio and video files
- Text messages on state-issued phones
- Calendar entries
- Facebook
- Twitter, and
- LinkedIn

Eastern can conduct searches for sent and received electronic communications in the following manner:

- Named organizations or individuals
- Identified cell phone numbers
- Specific email addresses
- Email domains

If you do not have a specific name, number, or email address, please provide relevant search terms and a timeframe(s) for Eastern to narrow the search.

To eliminate unwanted electronic communications, requestors may elect to exclude news or listserv correspondence or alerts from bulk media sources.

Open Records Request Fee Policy

Please note the following Eastern policy concerning fees:

Requests may be subject to fees for the costs of record searches and copies in accordance with the fee schedule on file with the Latimer County Clerk, Pittsburg County Clerk, Pushmataha County Clerk, and McCurtain County Clerk and listed below:

Pursuant to 51 O.S.2021, § 24A.5(4), this office may elect to charge a reasonable fee to cover direct costs of copying or mechanical reproduction of records subject to the Act. In addition, if the request is solely for a commercial purpose or would clearly cause excessive disruption of Eastern's essential functions, Eastern may charge an additional fee to recover its direct costs of record search and copying. Further, Eastern reserves the right to waive any fee(s) when the office believes the public interest outweighs an excessive disruption of office functions. Those submitting a request subject to additional recovery costs will be provided with an estimate and a fee responsibility acknowledgment that must be completed before work begins.

Eastern will determine, in consultation with ORA designee(s), if any additional recovery costs should be charged to the requestor. Eastern will also coordinate preparation of an estimate of costs for the requestor. The estimate of costs shall be communicated and agreed to by the requestor under the Open Records Communication Process. All fees for copies, including delivery fees, must be paid by cashier's check or money order, payable to Eastern, before the documents are provided.

The imposition of fees will not be used for the purpose of discouraging requests for information or as obstacles to disclosure of requested information.