Open Records Request

INCOG has adopted this records request form and fee schedule.
The Oklahoma Open Records Act permits a public body to require a requestor to complete a records request form to receive or view records pursuant to 51 O.S. § 24A.5(7), as effective November 1, 2025.

Purpose of Request: ❑ Media ❑ Public Interest ❑ Commercial ❑ Personal

If this is a media request, please disclose your affiliation: _____

_____

Information Requested: Please state with specificity the nature of your request, the records you seek, and the applicable time frames. _____

_____

_____

_____

I prefer records to be provided: *(see fee schedule on next page)*

❑ Physical copies ❑ Certified copies ❑ For inspection ❑ By email (if offered)

Contact Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email Address: _____

You will be notified of any application fees pursuant to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1 - 24A.30. Do not send money prior to receiving notification of applicable fees and the exact amount due.

Signature: _____ Date: _____

Return Form to:

Open Records Request
2 West Second Street
Suite 800
Tulsa, OK 74103
918-584-7526
incog@incog.org

Office Use Only

Date Received: _____

Notes: _____

_____

_____

Open Records Act
FEE SCHEDULE

COPIES

Black & White (up to 8½" x 14")	$0.25 per page
Color	$0.50 per page
Certified Copy	$1.00 per page
Digital	$0.15 per page
Flash Drive	Actual Cost + $5.00

To protect the INCOG computer network, we do not accept flash drives from requesters.

SEARCH FEE*

Clerk/Administrative Assistant/Planner	$55.00 per hour
Attorney	$85.00 per hour

A minimum search fee of $55.00 will be charged for any request that INCOG deems to be commercial or is so large it would clearly cause excessive disruption of INCOG's essential functions. In such circumstances, INCOG must receive the minimum search fee prior to initiating the search.

** Hourly rates will be billed per quarter-hour.*