



OPEN RECORDS ACT REQUEST

UNIVERSITY OF SCIENCE & ARTS OF OKLAHOMA

NOTE: WE CAN PROCESS REQUESTS PERTAINING ONLY TO RECORDS OF USAO. IF YOU SEEK RECORDS FROM ANOTHER UNIVERSITY OR AGENCY, PLEASE DIRECT THAT REQUEST TO THE SPECIFIC UNIVERSITY OR 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 USAO to produce records in a timely fashion and ensures that USAO 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 legally reviewed to comply with applicable federal and state law concerning confidentiality or privilege. As a result, USAO 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 USAO to create a record not otherwise in its possession. O.S.2021, § 24A.18. See Page 2 for more information about USAO’s Open Records Act Request Program.

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

USAO may exclude news or listserv correspondence and alerts from bulk media sources (Y/N):

Purpose of request: Personal Commercial Public Interest

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

Please provide a specific date range:

Starting date (mm/dd/yyyy)

Ending date (mm/dd/yyyy)

The University of Science & Arts of Oklahoma 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: _____

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 USAO website. 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, unless you specify a different, mutually agreeable method.

Return form to:

Bryce McKinnis
USAO Director of Marketing & Communications
(405) 574-1337
1727 W. Alabama Ave.
Chickasha, OK 73108
openrecords@usao.edu



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ADDITIONAL INFORMATION

UNIVERSITY OF SCIENCE & ARTS OF OKLAHOMA

- USAO requires requests to be submitted in writing, handwritten or electronically.
- Requests should be sent to openrecords@usao.edu.
- USAO Marketing & Communications Department 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.
- USAO 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
 - Instagram
 - YouTube
 - Twitter
 - LinkedIn
- USAO 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 timeframe(s) for USAO to narrow the search.
- Available electronic communications can be requested from calendar year 2018 forward.
- To eliminate unwanted electronic communications, requestors may elect to exclude news or listserv correspondence or alerts from bulk media sources.
- Please note the following USAO policy concerning fees:
 - Requests may be subject to fees for the costs of the record searches and copies. Pursuant to 51 O.S. 2021, § 24A.5(4), the USAO office of marketing and communications 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 USAO's essential functions, USAO may charge an additional fee to recover its direct cost of record searching and copying. Further, USAO 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 acknowledgement that must be completed before work begins. The imposition of fees will not be used for the purpose of discouraging requests for information nor as obstacles to disclosure of requested information.



**THE UNIVERSITY OF SCIENCE & ARTS
OF OKLAHOMA**

OPEN RECORDS ACT FEE SCHEDULE

COPIES

Black & White or Color (up to 8½" X 14").....	\$0.25 per page
Certified Copy.....	\$1.00 per page
Digital	\$0.15 per page

To protect USAO's IT systems, USAO does not accept or distribute flash drives to requesters.

SEARCH FEE*

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

REDACTION FEE*

Clerk.....	\$55.00 per hour
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Prior to charging a redaction fee, USAO will advise requester with an estimate of time and total fee.

NOTE: All items subject to sales tax unless requester provides proof of tax-exempt status under federal or state law. Items mailed will also be subject to postage and shipping costs.

*Hourly rates will be billed per quarter-hour.