



Ottawa County Central Dispatch
58200 E 64 rd. Miami, Oklahoma
918-542-5585 fax 918-674-5629
911records@ottawacountyok-911.com

RECORDS REQUEST FORM

(Audio/Video Recordings — Oklahoma Open Records Act, Title 51 O.S. § 24A)

Date of Request: _____

Requester Information

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

REQUEST DETAILS

Please describe the records you are requesting (include dates, call type, location, or other identifying details):

FORMAT OF REQUESTED RECORDS

- Email (no charge for records that can be transmitted electronically)
- Flash Drive (choose one):
 - I will provide a new, unopened flash drive for file transfer (no additional fee).
 - I request that the Ottawa County 911 Board provide a flash drive for file transfer.
(\$7.00 fee required)

NOTICE TO REQUESTER

Ottawa County Central Dispatch complies with the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.), which allows public access to records while protecting sensitive and confidential information.

Requests will be fulfilled as promptly as practical, subject to redaction of confidential information.

There is no charge for records that can be emailed and do not require physical media or extensive staff time.

Fees may apply for physical media, postage, or extensive search/review time, consistent with Oklahoma law.

Audio and video records may contain sensitive information; some portions may be redacted pursuant to statutory exemptions.

CERTIFICATION

I hereby certify that the information provided in this request is true and correct, and I understand that falsifying information or using the records for unlawful purposes may subject me to penalties under Oklahoma law.

Signature of Requester: _____ Date: _____

Received by (Staff): _____ Date: _____

For Office Use Only

Request No.: _____

Date Completed: _____

Method of Delivery: Email Flash Drive Other _____

Fee Collected: \$ _____ Payment Method: Cash Check Other _____