

OKLAHOMA OPEN RECORDS REQUEST

June 26, 2025

Anytown Police Department
15 S. A Street
Anytown, OK 74014

To Whom It May Concern:

Pursuant to the Oklahoma Open Records Act (Okla. Stat. tit. 51, § 24A.1 et. seq.), this letter is to serve as our official request for public records.

Relating to the arrest of:

Name:

DL Number:

Approximate Arrest Date:

Records Requested:

- 1) Video & Audio Recordings (patrol car, body cams, breath testing area, scene of incident, officer's personal recording devices, etc);
- 2) Police Reports, Probable Cause Affidavits, Officer Narratives, Photographs, and Accident Reports, where applicable;
- 3) Dispatch logs, call logs, radio logs, and 911 calls relating to this incident; and

Timing:

Oklahoma law requires that public bodies provide prompt access to public records requests and this time shall be limited solely to the time required for preparing the requested records. Furthermore, the Oklahoma Attorney General has defined this to be only the time required to locate and compile such public records. Therefore, we would ask that the requested records be provided to our office no later than 17 business days from the date of this letter. If a response will require more time, please respond in writing indicating the anticipated time required to fulfill our records request.

Exemptions:

If the records requested do not exist, please let us know. If, in your opinion, the requested records are exempt from the Open Records Act, please cite the specific statutory authority you rely upon to deny access to the public records. Oklahoma law requires "any reasonably segregable portion of a record containing exempt material shall be provided after deletion of the exempt portions." We would request that you provide access accordingly.

Delivery:

We would request that the records, to the extent possible, be delivered by e-mail to jenny@yourfirm.com or by facsimile to 867-5309. In the case of audio and video recordings, please mail these records to our firm at the address above. You are advised to keep the originals of these records, for they may be used as evidence in a court of law.

Records Custodian:

If there is a specific person designated to receive and process open records requests, please forward this request to that person, and let our office know in writing as soon as possible who it is, so that we may make sure all future requests from our office go to the proper person. If we do not hear otherwise, we will assume that our requests are to your satisfaction.

Questions:

Should you have any questions or confusion about this request, please do not hesitate to contact our office. If we do not hear from you by within the requested time period we will assume that you fully understand our request and have no questions or confusion about what is being requested. Furthermore, if we do not receive a response from you, in writing, by the above-listed deadline, we will take this as a refusal to comply with our request for public records.

Thank you in advance for your cooperation.

Sincerely,

Your Name Here
for the firm