

OKLAHOMA OPEN RECORDS REQUEST

June 26, 2025

**Anytown Police Department
c/o Records Custodian
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.

Records Requested:

- 1) Personnel records for Michael Jones which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
- 2) Any and all final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination relating in any way to Michael Jones.

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 be made available for inspection or viewing. When said records are available, please notify me by email at records@yourfirm.com or by telephone at 281.330.8004.

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