

## **OPEN RECORDS REQUEST FORM**

Requests for public records from the Osage Nation are subject to the Open Records Act (ONCA 10-05). In order to request an Osage Nation document, please fill out the following form. All requests will be completed in the order they are received.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Date of Request** \_\_\_\_\_

**Document(s) Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Attach additional page(s) if necessary)**

**Department from which records are requested:** \_\_\_\_\_

**Preferred form of document(s) requested: (Please check one. Note: Not all documents available in electronic form)**

\_\_\_\_\_ **Hard Copy**      \_\_\_\_\_ **Electronic Copy**

The Open Record Act designated public records and protected records. Confidential and protected records are not open to the public, and therefore will not be distributed upon request. Records containing protected information are segregated or redacted from the remainder of the otherwise public record if the remainder of the document is discernible.

Notice: Please allow ten (10) days, excluding holidays, for your request to be processed. A \$.25 per page fee will be assessed for all hard copies exceeding twenty-five (25) pages and all electronic copies exceeding one hundred (100) pages. If the requested record is more than one hundred (100) pages in length or the sum of all records requested by one request are more than one hundred (100) pages, the request will be processed within twenty (20) business days, excluding holidays.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date