Osage Nation
Open Records Request Form

627 Grandview
Pawhuska, OK 74056

On December 26, 2009, 15 ONC §8 (The Open Records Act) was passed by the Osage Nation Congress. According to this law, after an Open Records Request is received, *"Within ten (10) business days, the government entity shall respond to the request by:*

- *Approving the request and providing the record(s)*
- *Denying the request by providing a written explanation of why the record is protected from disclosure*
- *Notifying the requestor in writing that it does not maintain the record and providing, if known, the name and address of the government entity that does maintain the record*
- *Notifying the requester, if the requested record is more than one hundred (100) pages, that the record(s) will be provided within twenty (20) business days from the date of the request*

"The Osage Nation or its government entities may assess the reasonable costs of photocopying and other activities associated with providing the record against the person requesting the record as follows:

- *A single request for a hard copy of a public record or multiple records that are twenty-five (25) or less in total when taken together shall be provided at no charge. If the hard coy is more than twenty-five (25) pages, the first twenty-five (25) pages are provided at no charge.*
- *A single request for an electronic copy of a record or multiple records that are one hundred (100) pages or less in total when taken together shall be provided in electronic forma at no charge. If the electronic copy is more than one hundred (100) pages, the first one hundred (100) pages are provided at no charge.*
- *The costs assessed on records after the first twenty-five (25) pages for a hard copy and after the first one hundred (100) pages for an electronic copy shall not exceed twenty-five cents (25¢) per page of the record, provided the copies requested do not exceed standard legal size or require special equipment to scan or copy. A reasonable charge for oversize copies may be assessed."*

If the government entity denies the request in whole or in part, it shall provide a notice of denial to the requester either in person or by sending the notice via first class U.S. mail to the requestor's address."

"The notice of denial shall contain the following information:

- *A description of the record or portion of the record to which access was denied*
- *Citations to the provisions of this section, court rule or order, Osage Nation or federal statue or regulation that exempt the record or portions of the record from disclosure*
- *A statement that the requester has the right to file a petition in the Osage Nation Trial Court for an order releasing the record within one hundred eighty (180) days from the date of the request denial."*

Osage Nation
Open Records Request Form

627 Grandview
Pawhuska, OK 74056

Open Records Request Form

Requests for public records from the Osage Nation are subject to the Open Records Act (15 ONC § 8). 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_____Date of Request_____

Address_____

Organization_____

Telephone_____Fax_____Email_____ _____

Document(s) Requested (Attached additional sheets if necessary):

_____
_____
_____
_____
_____
_____
_____

Department from which records are requested:_____

Preferred form/arrangement of document(s) requested:

Note: Not all documents may be available in electronic form

____ Hard Copy	____ Email/Electronic Copy
____USB (Flash-Drive)	____Pick-up
____U.S. Postal Service/Standard delivery	____U.S. Postal Service/Overnight delivery

The Open Records Act designates public and protected records. Confidential and protected records are not open to the public, and therefor 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.

_____   _____
Signature   Date

627 Grandview
Pawhuska, OK 74056

OFFICIAL USE ONLY

Hard Copies

Number of pages   _____

Number of pages over 25   _____

X 25¢

Total charge   _____

Electronic Copies

Number of pages   _____

Number of pages over 100   _____

X 25¢   _____

+ $5.00 (USB)   _____

Total charge   _____

Postage   _____

TOTAL AMOUNT DUE   _____