



OPEN RECORDS ACT REQUEST

Information requested: Please state with specificity the nature of your request and the records you seek, providing detailed information to make the search as *efficient and timely as possible*. Please narrow your request as much as possible. It helps GRDA to produce records in a timely fashion and ensures GRDA provides specific records you seek. Broad requests that include commonly used terms or requests for information or records across a lengthy period of time can retrieve thousands of documents, which must be located and legally reviewed to comply with applicable federal and state law concerning confidentiality or privilege. As a result, GRDA respectfully requests you to narrowly tailor your request to meet your specific needs. Please also be advised that the Open Records Act *does not* require GRDA to create a record not otherwise in its possession. [51 O.S. § 24A.18](#). See Page 2 for more information about GRDA's Open Records Act Request Program.

Specific search terms: *Please separate search terms by a semi-colon (;) OPTIONAL*

Purpose of Request:	☐ Personal	☐ Commercial	☐ Public Interest
I am a member of the ____(select one):	☐ General Public	☐ Media	
Please provide specific date range:	to		
	Starting Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)	

Grand River Dam Authority does not accept the following types of records requests:

- **Continuing requests with an indefinite ending date, and**
- **Requests requiring responsive records up to the date of production.**

Contact Information: * - Required

First Name*		Last Name*	
Business Name (if not individual)		Street Address*	
City*	State*	Zip*	County
Phone Number*		Email Address*	

You will be notified of any applicable fees pursuant to the [Oklahoma Open Records Act, 51 O.S. §§ 24A.1–24A.34](#). Information about fees can be found on the GRDA website. **DO NOT** send money prior to receiving notification of applicable fees and the exact amount due. Requested records are sent via email, to the address provided on this form, unless you specify a different, mutually agreeable method.

Return Form to:

Grand River Dam Authority
9933 E. 16th Street
Tulsa, OK 74128
legal.notices@grda.com

Clear Form

Print

Save

Email Form



OPEN RECORDS ACT REQUEST INFORMATION

- GRDA requires requests to be submitted in writing, handwritten or electronically, and submitted to legal.notices@grda.com or Grand River Dam Authority, 9933 East 16th Street, Tulsa, Oklahoma 74128 Attn: Legal Department.
- GRDA does not accept the following types of records requests:
 - Continuing requests with an indefinite ending date, and
 - Requests requiring responsive records up to the date of production.
- GRDA can conduct searches for sent and received electronic communications in the following manner:
 - Named organizations or individuals,
 - Identified cell phone numbers
 - Specific email addresses, or
 - Email domains.
- If you do not have a specific name, number, or email address, please provide relevant search terms and [a] timeframe(s) for GRDA to narrow the search. GRDA may seek clarification when a request is unclear, overly broad or does not reasonably identify records sought. GRDA may suspend work on a request while awaiting clarification.
- The Open Records Act does not require GRDA to create a record not otherwise in its possession. Not all records in the possession of GRDA are subject to disclosure and GRDA may redact information as authorized or required by law.
- Please note the following GRDA policy concerning fees:

Requests may be subject to fees for the costs of record searches and copies in accordance with the fee schedule on file with the Mayes County Clerk and published on the GRDA website. Pursuant to 51 O.S. § 24A.5(4), GRDA may elect to charge a reasonable fee to cover direct costs of copying or mechanical reproduction of records subject to the Act. In addition, if the request is for a commercial purpose or would clearly cause excessive disruption of GRDA's essential functions, GRDA may charge an additional fee to recover its direct cost of record search and copying. Those submitting a request subject to additional recovery costs will be provided with an estimate and a fee responsibility acknowledgment that must be completed before work begins. GRDA may produce records on a rolling basis, in installments, or in the format in which the records are maintained when reasonably necessary to process a request efficiently. GRDA will not process any new requests from a requestor with outstanding unpaid fees until those fees have been paid in full.