



# OPEN RECORDS ACT REQUEST

## COMANCHE COUNTY CLERK'S OFFICE

**NOTE: WE CAN PROCESS REQUESTS PERTAINING ONLY TO RECORDS OF THE OFFICE OF THE COMANCHE COUNTY CLERK. IF YOU SEEK RECORDS FROM ANOTHER AGENCY, PLEASE DIRECT THAT REQUEST TO THE SPECIFIC AGENCY.**

**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*. It is helpful to you and the County Clerk to narrow your request as much as possible. 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. Please also be advised that the Open Records Act *does not* require the County Clerk to create a record not otherwise in its possession.

Open Records

### FEE SCHEDULE FOR DOCUMENTS PRODUCED UNDER THE OPEN RECORDS ACT

Documentation that is not privileged, confidential or excepted from Oklahoma's Open Records Act is available for inspection under appropriate supervision during normal regular business hours. If there are multiple requestees, one or more requestees may have to wait until an employee is available to over see his or her Open Records Request.

Original records may be inspected, but they may neither be removed nor modified in any way.

Copies of any records will be reproduced for the requestee upon request and pre-payment of the following charges (or-pre-payment of an estimate of the following charges if the exact amount of such charges is unknown - though, upon completion, the exact amount must be paid):

You will be notified of any applicable fees pursuant to the Oklahoma Open Records Act, 51 O.S.2021, §§ 24A.1 - 24A.33.

O.S. Title 19. Section 245 B. If the clerk provides records in an electronic format, the clerk may charge a reasonable fee for providing such records. For purposes of this section, "reasonable fee" shall mean the fee charged by the clerk shall not exceed twenty-five cents (\$0.25) per image or fifteen cents (\$0.15) per image for providing more than three thousand five hundred (3,500) images in an electronic format. If the clerk provides certified records, the clerk may charge a fee for the certification in accordance with the current fee schedule found in subsection A of Section 32 of Title 28 of the Oklahoma Statutes. All recording devices for providing records in an electronic format shall be supplied by the county clerk. New media obtaining records in an electronic format for a news purpose and licensed abstractors performing their duties pursuant to state law shall be exempt from the fees provided for in this subsection. Nothing in this section shall be construed to allow county clerks to provide all or part of a tract index for use in any commercial purpose.

In addition to the above charges for reproduction, the Board of County Commissioners may also charge a reasonable fee to recover the direct cost of record search and copying for Open Records Requests made solely for commercial purpose, or that would clearly cause excessive disruption of the essential functions of the Board of County Commissioners.

\*If a request to retrieve and produce electronic records in electronic format entails separating privileged and/or confidential records from records otherwise available under the Open Records Act, the cost of labor will include the reasonable cost for an attorney to review each record to ensure that privileged and/or confidential electronic records (or portions thereof) are redacted and not released to the public at large.

**Specific search terms:** *Please separate search terms by a semi-colon (;) (Please use separate sheet if needed)*

---



---



---



---



---



---



---



---



---



---



---

**Purpose of Request:**                       Personal                       Commercial                       Media  
 Public Interest                       Other \_\_\_\_\_

**Please provide specific date range:** \_\_\_\_\_ to \_\_\_\_\_  
Starting Date (mm/dd/yyyy)                      Ending Date (mm/dd/yyyy), or  
 **Present**

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

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

\_\_\_\_\_  
 Media Organization (if applicable) or Business Name (if not individual)

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

\_\_\_\_\_  
 City\*

\_\_\_\_\_  
 State/Country\*

\_\_\_\_\_  
 Zip\*

\_\_\_\_\_  
 County

\_\_\_\_\_  
 Phone Number\*

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

X \_\_\_\_\_ Date: \_\_\_\_\_  
 (signature of requesting party)

**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 an agreeable different method.

How do you wish to obtain the information?     U.S. Mail                       Priority Mail                       Fax  
 Pick Up                       Email (format \_\_\_\_\_ )

DEPARTMENT THE REQUEST IS FOR:	
<input type="radio"/> ASSESSOR - call (580) 355-1052	<input type="radio"/> ELECTION BOARD (580) 353-1880
<input type="radio"/> COUNTY CLERK	<input type="radio"/> EMERGENCY MANAGEMENT (580) 585-5300
<input type="checkbox"/> Comanche County Memorial Hospital	<input type="radio"/> E-911 (580) 585-5300
<input type="checkbox"/> Commissioners Agenda	<input type="radio"/> JUVENILE BUREAU (580) 357-4881
<input type="checkbox"/> Commissioners Proceedings	<input type="radio"/> JUVENILE DETENTION CENTER (580) 357-2880
<input type="radio"/> COMMISSIONER #1 - O'Brien, John	<input type="radio"/> SHERIFF - call (580) 353-4280
<input type="radio"/> COMMISSIONER #2 - Owens, Johnny	<input type="radio"/> TREASURER - call (580) 355-5763
<input type="radio"/> COMMISSIONER #3 - Powers, Josh	<input type="radio"/> COMANCHE COUNTY FACILITIES TRUST AUTHORITY - Agenda
<input type="radio"/> COMANCHE COUNTY DETENTION CENTER - (580) 250-1902	<input type="radio"/> COMANCHE COUNTY FACILITIES TRUST AUTHORITY - Minutes
<input type="checkbox"/> Inmate Records	<input type="radio"/> COMANCHE COUNTY EDUCATIONAL TRUST AUTHORITY - Agenda
<input type="radio"/> COURT CLERK <b>***PLEASE BE ADVISED, THE COURT CLERK DOES NOT ACCEPT EMAIL REQUESTS. PLEASE CALL THAT OFFICE DIRECTLY AT 580-355-4017.</b>	<input type="radio"/> COMANCHE COUNTY EDUCATIONAL TRUST AUTHORITY - Minutes
<input type="checkbox"/> Court Records	

**Return Form to:**

Carrie Tubbs, County Clerk  
 Comanche County  
 315 SW 5th Street, Room 304  
 Lawton, OK 73501  
 Phone: 580-355-5214  
[countyclerk@comanchecountyok.gov](mailto:countyclerk@comanchecountyok.gov)