Open Records Notice

We comply with the Oklahoma Open Records Act and the public policy of the state of Oklahoma that the people are vested with the inherent right to know and be fully informed about their government. Our records are available for public inspection and reproduction, except for records which are confidential under state and/or federal law.

As we proved prompt, reasonable access to our records we have established reasonable procedures which protect the integrity and organization of its records and to prevent excessive disruptions of its essential functions.

Our principle office does not have regular business hours of at least thirty (30) hours a week therefore we have posted and maintained a written notice at our principal office and with the county clerk.

Records are available for inspection or reproduction upon notification. The fire chief is the authorized individual in charge of the records. You may contact the fire chief to request record inspection or reproduction at 918-352-4040, 918-352-3131, by email or by our Facebook page. You must complete the Request for Inspection or Copying of Public Records form located on our website at http://olivevolunteerfiredepartment.yolasite.com. You may also call or email to request the form. Reproduction will be prompt and reasonable so long as it does not disrupt essential functions of the public body. The individual requesting the record and the above listed authorized individuals may agree on a day and time other than that designated in this notice.

We reserve the right to charge a fee set forth by the Oklahoma Open Records Act only for the recovery of the reasonable, direct costs of your record reproduction.

Please remember we are a volunteer fire department with volunteer staff so please be patient and we will accommodate your request to the best of our abilities.

Thank you!
Olive Volunteer Fire Department
43526 West 95th Street South
Drumright, OK 74030
Station: (918) 352-4040
Email: olivefire@msn.com

Request for Inspection or Copying of Public Records

Requester Name: ___________________________ Date: _____________
Address: _________________________________________________
Phone Number(s): __________________________________________

This request is for ☐ Inspection ☐ Copying of the following described records: __________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have been advised some records may be confidential pursuant to federal/state laws and that the public body may charge a fee only for recovery of the reasonable, direct costs of record copying or mechanical reproduction by state law as follows: $0.25 per page for records having the dimensions of 8.5” by 14” or smaller, $1.00 per copied page for a certified copy. If the request is solely for commercial purpose or would clearly cause excessive disruption of the essential functions of the public body, then the public body may charge a reasonable fee to recover the direct cost of record search and copying. Payment of fees in advanced of production is required.

__________________________________________ Date/Time
Requestor Signature
__________________________________________

INTERNAL USE ONLY

Request Date: ___________ Time: ___________ By: ___________________________
Produced Date: ___________ Time: ___________ By: ___________________________
Delay in Production: ☐ Yes ☐ No Reason: ___________________________________________________________________
Search Fee Charge: ☐ Yes ☐ No Search Time: Hours: __________ Minutes: __________
Type of Reproduction: ___________________________________________________________________
Search Fee $_________ Reproduction Fee $_________ Non-Office Equipment Fee $_________
Total Amount $ ___________ Paid: ___________________ Method: ___________________
Receipt #: ___________________ By: ___________________
Notes: ____________________________________________________________________________
__________________________________________________________________________________

This notice is pursuant to the Oklahoma Open Records Act 51 § 24.A 1-30