

Collinsville Police Department

Open Record Request Form

REQUEST FOR COPYING OF CITY PUBLIC RECORDS

Full Name: _____ Date: _____
Last First M.I.

Address: _____

Phone: _____ Email _____

Please provide the CASE NUMBER or all available information you have about the records you are requesting – vague or open-ended requests will not be accepted or processed.

REPORTS REQUESTED

Offense Date: _____ Case #: _____

Name, DOB, Identifying Information for Victim, etc.: _____

Office Use Only

Number of Pages: _____ Total Charge: _____
Records Clerk: _____

FEES

The fees charged for report copies are authorized by the Oklahoma Open Records Act. This fee is \$.25 per page for a copy. Reports that cause excessive disruption to the public body's essential function shall cost \$10.00 per hour plus the copying fee.

JUVENILE INFORMATION

Title 10A Article 1 Chapter 6 & Article 2 Chapter 6 of the Oklahoma State Statutes is known as the Oklahoma Juvenile Code. Paragraph A states: "Except as provided by this section or as otherwise specifically provided by state or federal laws, the following juvenile records are confidential and shall not be open to the general public, inspected, or their contents disclosed." The list of confidential records includes law enforcement records. Therefore, the Records Section is unable to release any record on a juvenile, including arrest records or reports in which the victim was a juvenile. These records cannot be released to the juvenile or his parents or guardian.