



**State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management**

Records Request Form

OMES/Division of Capital Assets Management • P.O. Box 53218 • Oklahoma City, OK 73152

The Office of Management and Enterprise Services, Division of Capital Assets Management (DCAM) complies with the Oklahoma Open Records Act. DCAM records are available for public inspection and copying, except for records which are designated as confidential under state or federal law. In accordance with DCAM statutes and administrative rules, records related to an open solicitation are made available to the public after the contract is awarded.

NOTE: DCAM records may not be removed or rearranged during inspection. Records must be kept in the order in which they were provided. Use of writing instruments while viewing agency records is prohibited. The requestor must designate the records to be copied with use of paper markers, self stick notes or other non-destructive means.

REQUESTOR INFORMATION:

Date of Request: _____

Name: _____ Business: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____ Fax _____

FEE SCHEDULE:

- a. \$ 0.25 per page for photocopies of records up to 8 1/2" x 14" or smaller.
- b. Copies of other media shall be actual cost of reproduction including labor.
- c. \$ 1.00 per page for certified copies.

DCAM reserves the right to charge the actual cost of reproduction including labor if the information requested is not readily available or requires an extended amount of time to retrieve. DCAM will provide an estimated charge to copy and produce the records requested. All fees for copies, including delivery fees, if any, must be paid before the documents are provided.

RECORDS REQUESTED:

Description and dates of records desired: _____

If possible, provide following information when requesting Purchasing records:

Requisition #: _____ Purchase Order #: _____

Department, if applicable: Construction & Properties (405) 521-2112 Risk Management (405) 521-4999

Other: _____

See other Departments at ["DCAM Detailed Contact List"](#)

Department Contact, if known: _____

Signature of Requestor _____

Printed Name _____

FOR OFFICE USE ONLY:

Date Request Received:		Request Processed by:	
Date OMES Legal Notified:		Number of Copies:	Amount Due:
Date Legal Approval:	Date Requestor Notified:		Date Payment Received:
Date Document Mailed/Picked-up:		Person Monitoring Review:	
Date of File Review:	Other:		