

City of Shidler  
Records Custodian / City Clerk  
351 N Cosden Ave  
Shidler, OK 74652

Re: Request for Records Pursuant to the Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq.

To Whom It May Concern:

Pursuant to the Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq., this letter constitutes a formal request to inspect public records. This request is made in the public interest to ensure transparency in municipal code enforcement activities.

This request covers records created, received, or maintained **from February 23, 2026 through the present**, relating to code enforcement or nuisance enforcement activity conducted by the City or its Code Enforcement Officer.

Specifically, I request the opportunity to inspect the following records, whether maintained in **paper or electronic form**:

1. **Enforcement Notices**

All letters, notices, or written communications sent to property owners regarding nuisance conditions, cleanup requests, violations, or other code enforcement matters.

2. **Inspection Notes or Field Notes**

Any inspection reports, field notes, inspection logs, or written observations created by the Code Enforcement Officer during property inspections.

3. **Photographs or Visual Documentation**

All photographs, images, videos, or other visual documentation taken by the Code Enforcement Officer during inspections or enforcement activity, **including photographs taken even if no notice or enforcement letter was ultimately issued.**

4. **Complaint Records**

Any complaint logs, complaint records, complaint forms, or other records reflecting complaints received by the City relating to possible nuisance conditions or code violations (complainant identifying information may be redacted if required by law).

5. **Inspection Lists and Enforcement Tracking Records**

Any lists, spreadsheets, databases, maps, logs, calendars, schedules, or other

tracking documents reflecting properties inspected, properties under investigation, properties receiving notices, or other enforcement tracking maintained by the City or Code Enforcement Officer.

**6. Communications Regarding Specific Properties**

Any emails, text messages, memoranda, or other communications between the Code Enforcement Officer and City officials concerning specific properties, inspections, or enforcement activity.

**7. Policies or Instructions**

Any written policies, procedures, guidance documents, or instructions provided to the Code Enforcement Officer relating to nuisance enforcement, property inspections, or enforcement priorities.

**8. Inspection Activity Dates**

Any logs, calendars, schedules, or records reflecting the dates on which the Code Enforcement Officer conducted inspections or enforcement activity within the City.

I am requesting **inspection of these records** in accordance with the Oklahoma Open Records Act and will make copies of any records I wish to retain.

If any portion of this request is denied or withheld, please provide a written response identifying the specific statutory exemption relied upon, as required by 51 O.S. § 24A.5(2).

If the cost of fulfilling this request is expected to exceed **\$25**, please contact me with a written estimate before proceeding.

Please note that the Oklahoma Open Records Act requires public bodies to provide **prompt and reasonable access** to public records. If clarification of this request would assist in facilitating prompt fulfillment, please let me know.

Thank you for your attention to this matter.

Respectfully,

Teresa Ray

[Redacted signature block]

Date: \_\_\_\_\_