Documents.OK.Gov

How to Use the Documents Uploader

Official Documentation for the Oklahoma Department of Libraries, Publications Clearinghouse

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Introduction

House Bill 1086 (2011), also known as the Transparency, Accountability, and Innovation in Oklahoma State Government 2.0 Act of 2011, requires state entities to submit their documents in a searchable electronic format so they may be maintained on a website, which allows public access. All publications required by law to be submitted to either the Oklahoma Publications Clearinghouse of the Department of Libraries, the Governor, the Speaker of the House of Representatives, or the President Pro Tempore of the Senate must be uploaded to this site. This manual is designed to guide you through that submission process.

Create an Account

Go to uploads.odl.ok.gov.

Don't have an account? Select Sign up. This will take you to the registration page.

Username *

| Username |

First Name *

| First Name |

Last Name *

| Last Name |

E-mail Address *

| E-mail Address |

Password *

| Password |

Confirm Password *

| Confirm Password |

Agency Name *

| ⌄ |

Agency Code *

| ⌄ |

View list of Agency Names and Codes.

[Sign Up] [Login]

1. Fill in all required fields.

2. Choose a Username.

3. Choose a Password that has at least 8 characters.

4. Confirm your Password.

5. Be sure to save you Username and Password to use later.

6. For Agency Name, use the down arrow to find your Agency Name. They are listed alphabetically. Also, there is a space at the top of the dropdown where you can type in a keyword for your agency. It will pull up agencies with that keyword.

7. For Agency Code, select the down arrow to look for your agency code The numbers are listed in numerical order. If your agency code consists of letters, they will come after the numbers and are listed alphabetically. *

8. Click Sign Up.

9. Once you are approved to use the Documents Uploader, you will receive an email confirming your account. The email will be from Oklahoma Department of Libraries. Then you will be able to Login and Submit documents/publications.

*If you do not know your agency code or cannot find your agency name, open the link to view the list of Agency Names and Codes. When you open the PDF, the agencies are listed in alphabetical order and the way they appear in the dropdown. If you cannot find your agency, press CRTL F and enter a keyword from your agency name to search for the word. The Agency Code is listed in the second column next to the Agency Name.

User Login

Guide   Accessibility   FAQs   LOGIN

User Login

Username or E-mail *

Username or E-mail

Password *

Password

Login

Forgot your password?

Don't have an account? Sign up

Upload Your Agency's Documents and Publications to the Documents.Ok.Gov Online Repository

This site allows registered Oklahoma state agency and higher education users to upload documents and publications into a special archival repository. This will preserve the digital document or publication for historical purposes and provide access to it by Oklahoma's citizens for generations to come.

What is an Oklahoma Publication and how do I determine what to submit?
What items should and shouldn't be submitted?

Agencies are required to designate a Publications Officer
What are the duties of the Publications Officer?

DOCUMENTS.OK.GOV   USER MANUAL   HOW TO

Once you have received approval from the system administrator, go to the homepage at uploads.odl.ok.gov.

On the login page, enter the Username and Password you set up when registering. After logging in, click the SUBMIT DOCUMENT button to get started.

SUBMIT DOCUMENT

Upload Documents

Before you upload, name your files in this format: **File Name and Publication Date**.

Example: Annual Review 20230629 If you do not know the exact date, your best guess will work. Ultimately, the purpose is to give the document a unique identifier that helps with processing and storing the file.

> Prior to uploading, **name your files** in this format: **File Name Publication Date**.
> Example: File Name yyyymmdd (Annual Review 20230629)

Make sure that the files you want to upload are **clean readable PDF files with no security permissions or notes.**

Items marked with an asterisk(*) are required.

Item Title *

[   ]

Publication Date *

[yyyy-mm-dd   ] 📅

Frequency *

[One-Time   ∨]

Document Contact Name

[   ]

Document Contact Email

[   ]

Document Contact Phone

[   ]

Item Division/Department/Branch

[   ]

Publication Number

[   ]

Is this a replacement?

[No   ∨]

Previous Document Name and/or Number

[   ]

Document to upload *

Prior to uploading **name your files** in this format: **File Name + Publication Date.** Example: File Name yyyymmdd (Annual Review 20230629)

[Choose File] No file chosen

Accepted file types: pdf, doc, xlsx, Max. file size: 1 GB.

CAPTCHA

[ ] I'm not a robot   reCAPTCHA
   Privacy - Terms

[SUBMIT]

1. Type in the title of the form to be uploaded. This field is required.
2. Select the date the form was published. This field is required.
3. Use the down arrow to find the frequency of the published form. This field is required.
4. Type in the full name of the contact person for the document. This field is optional.
5. Type in the email of the contact person for the document. This field is optional.
6. Type in the phone number of the contact person for the document. This field is optional.
7. Type in the name of the Division, Department or Branch submitting the form. This field is optional.
8. Type in the publication number of the uploaded document. This field is optional.
9. If this a replacement of a previous document, select yes, and give us the name or publication number of the prior document. If not, leave the answer as No and skip the next question.
10. Click Choose File and browse for the document/form you want to submit. Must be a PDF. Only one file is accepted at a time.
11. Complete the Captcha.
12. Click Submit.

For additional information on your Upload History, **click on My Account button in the top right corner.**

You will see these options: Home, Account, Change Password, Document Upload, Upload History, and Logout.
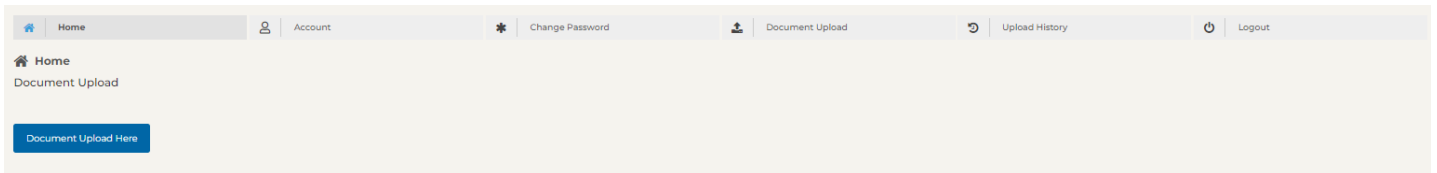
For more information about Documents.OK.Gov and submitting documents/publications, see the User Manual and Governing Processes documents at the bottom of the [Guide page](#).

For questions, email samuel.johnson@libraries.ok.gov or call 405-522-3189.

Appendix A – Information Formats

File all reports required to be submitted to the Governor, Senate President Pro Tem, or House Speaker (62 O.S. § 34.11.3.C).

DO FILE THESE INFORMATION FORMATS: (62 O.S. § 34.11.3.C)

- Memorandum of Understanding/Agreement reports (see SB 316 from 2019)
- Annual reports; Research reports/studies; Survey results; Task Force reports
- Executive summaries of reports
- Newsletters, magazines, journals
- Planning documents (other than drafts)
- Affirmative action plans
- Strategic plans
- Guides, handbooks, manuals; Curriculum guides
- Brochures, pamphlets, fact sheets (other than for dated events)
- Directories (file only once a year, do not file each change during the year)
- Histories
- Statistics (but do not file Excel spreadsheets; these should be added to Data.OK.gov)
- Laws/Rules with cover or title page if compiled by your agency from various sections of the laws/rules for convenience of your clients
- Posters (other than for dated events)
- Rules Interpretations; Rules Guidelines; AG Opinions

DO NOT FILE THESE INFORMATION FORMATS:

- News releases
- Unofficial laws/rules; rule changes; rule change impacts
- Meeting notices, agendas, handouts, minutes
- Websites; web pages
- Grant announcements, forms, memos
- Fliers/posters for dated events; training event registrations/brochures
- Internal policies and procedures and policies and procedure manuals
- Board and staff directories, photographs, biographies
- Inventories; Links; Lists of Resources
- Drafts of plans
- Federal publications or publications posted from non-profit agencies or companies
- Legal decisions, legal memos (except AG Opinions)

If the publication is for sale by your agency, you do not have to submit an electronic file; send print copies to Oklahoma Publications Clearinghouse.