



# OPEN RECORDS REQUEST

TO: Chief Communications Officer, Putnam City Schools  
5401 N.W. 40<sup>th</sup> Street  
Oklahoma City, OK 73122  
(405) 495-5200, ext. 1204

FROM: \_\_\_\_\_  
(Name of person making request)

\_\_\_\_\_  
(Company or entity of requestor)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State and ZIP)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(E-mail Address)

II INFORMATION OR RECORDS REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF REQUEST:  Personal  Commercial  Public Interest

TYPE OF REQUEST :  Viewing  Paper copies  Emailed copies (availability depends on document type requested)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**FEES:**

.25 per printed page

\$1 per page for certified document sheets

\$25 per hour search fee, prorated to the nearest quarter-hour

\$70 per hour advanced search fee requiring computer programming

**Payment must be made prior to receiving documents. Please do not send money before you are notified of the exact amount due.**