



OPEN RECORDS REQUEST

TO: Communications Director, Putnam City Schools
5401 N.W. 40th 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)

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, secretarial
- \$50 per hour search fee, administrative and legal
- \$80 per hour advanced search fee requiring computer programming

Estimates are provided as prorated to the nearest quarter-hour

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