



PUBLIC RECORD ACCESS REQUEST
Oklahoma Open Records Act

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

(Describe records as specifically as possible, attach additional sheets if necessary.)

2. If copies of the documents are requested, the undersigned agrees to pay, in advance, \$.25 per page for 8 1/2 x11 copies; \$.25 per page for 8 1/2 x14 copies; \$.50 per page for computer printouts; dubs of audio tapes at \$6 each; dubs of video tapes at \$15 each; material on disk at \$10 each. If a search is necessary to furnish the documents and if this request is solely for commercial purposes, the undersigned agrees to pay a search fee of \$ 20.00 per hour for secretarial time; \$40.00 per hour for administrative time; \$100.00 per hour for a computer query or programming (all calculated on quarter-hour increments) according to Board of Education Policy #1101.

3. The undersigned is acting as representative or agent for _____
_____.

(name)

(address)

(telephone)

(date)

Received by Union Public Schools

(name) (date)