

**GREAT PLAINS TECHNOLOGY CENTER
PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

1. Pursuant to the Oklahoma Open Records Act as outlined in Oklahoma Statutes 51 §24A.1 - 24A.24 and the GPTC Policy & Procedures Manual Section 9.21, the undersigned hereby requests access to the following Technology Center records:

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

2. The undersigned requests access to the foregoing records for the following purpose:

3. Prior to the release of any records or documents, the undersigned agrees to pay the school district any fees involved for researching, compiling, copying, converting, and transmitting the records according to the following schedule of fees as described in the GPTC Policy & Procedures Manual Section 9.21 & 9.24:

Black & white copy (not exceeding 8.5 x 14" in size)	.25 per page
Color copy (not exceeding 8.5 x 14" in size)	Actual cost
Certified copy	\$1.00 per page
Oversized copy (exceeding 8.5 x 14")	Actual cost
DVD copy **	\$10.00 per copy
CD copy ***	\$10.00 per copy
Mailing fee (if mail delivery is requested)	Actual cost
Research fee (for research, review, and redacting which exceeds 15 minutes)	Actual cost
Electronic data conversion (TIFF or PDF)	\$.25 per page

**For each DVD copy requested, requestor must supply a new, blank standard DVD.

***For each audio tape copy requested, requestor must supply a new, blank standard audio CD

4. The undersigned is acting as a representative or agent for (if applicable):

5. The undersigned is hereby informed that, according to the GPTC Policy & Procedures Manual Section 9.21, all records requests will be completed as promptly as possible, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school business. Requested records should be made available within seven (7) business days. Should more time be required, the undersigned will be notified by email or phone.

6. This completed form may be submitted by email to spifer@greatplains.edu or by mail to:

Great Plains Technology Center
Attn: Superintendent or Records Custodian
4500 SW Lee Blvd
Lawton, Oklahoma 73505

TO BE COMPLETED BY
REQUESTOR:

TO BE COMPLETED BY SCHOOL:

(Print Name)

Received by Great Plains Technology Center

(Signature)

(Employee Name)

(Date)

(Date)

(Street Address/PO Box)

Records Request # _____

(City, State Zip)

Estimated Fee Cost _____

(Phone Number)

(E-mail Address)