

Sperry Public Schools
Public Record Access Request

TO: SPERRY SCHOOL DISTRICT

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

3. If paper copies of the documents are requested, the undersigned agrees to pay \$0.25 per page for copies. If a search is necessary to furnish the documents, if this request is solely for commercial purposes, or if this request would cause excessive disruption of the district's essential functions, the undersigned agrees to pay a search fee of \$25.00 per hour.

4. If electronic data is requested, the undersigned agrees to pay \$ 100.00 per hour for electronic document searches and \$0.10 per page for each converted document (PDF) produced. The undersigned also agrees to pay any direct costs the district incurs in order to respond to the requestor's request for electronic information.

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

TO BE COMPLETED BY
REQUESTOR:

(Print name)

(Signature)

(Date)

(Address)

(Phone number)

(Date)

TO BE COMPLETED BY SPERRY
SCHOOL DISTRICT:

Received by Sperry School District

(Employee Name)

(Date)

Record Request No. _____