

**PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

To: Woodall Public School District
Tahlequah, Oklahoma

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. Reason for Request:

3. If copies of the documents are requested, the undersigned agrees to pay \$0.25 per page for 8 ½ x 11 copies, \$0.25 per page for 8 ½ x 14 copies, \$0.50 for 11" x 17" ledger copies, \$1.00 per page certified copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay a search fee of \$30 per hour.

4. The undersigned is acting as representative or agent for:

(Name)

(Telephone number or email address)

(Date)

Received by _____ School District
on _____, _____

Record Request No. _____.

The Oklahoma Open Records Act requires that public records be provided in a reasonable amount of time. The district's use of this form is to create a checklist for the material requested with notification of fee requirements. This form is not intended to deter requests for open records. A records request must identify the records that are being sought with reasonable specificity as defined in the Oklahoma Open Records Act. See policy GBA for the definition.