PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT

To: Hulbert Public School District
Hulbert, 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. If copies of the documents are requested, the undersigned agrees to pay no more than $1.00 per page for 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 $25 per hour.

_____
(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.