

REQUEST FOR RECORDS

The undersigned, pursuant to 50 O.S. 24A1, does hereby request that Oklahoma State University Institute of Technology produce for review or copying (circle one) the following records that I believe to be disclosable (describe the records requested):

I acknowledge and understand that the requested records (for review) are to be reviewed on campus in those areas designated for that purpose and that records are not to be removed from the designated areas, altered, or destroyed.

I also acknowledge that, as allowed by the Open Records Act, a requestor will be charged for any employee's time (on an hourly basis according to the employee's salary) used in searching for requested records.

I further acknowledge and agree to pay, before the requested records are reproduced, the reasonable costs as posted by the university, described below, and agree to pay authorized cost up to _____. If the costs exceed this amount, I request that I be contacted to approve the expense. (Location for pick up of materials will be designated when customer is notified of job completion.) **I understand that cash or check payment will be made when I receive the information. I further understand that I will be billed for any amount authorized herein should I fail to pick up the product(s) requested.**

- \$.25 per page for any paper document 8 1/2 by 14 inches or smaller
- \$1.00 per page for a certified copy
- One-time set-up fee of \$10
- \$15/hr for programming
- Any other possible direct cost associated to the specific request

My request for the review/production of the above-described documents is made for the following reason(s):

Name (Please print) _____

Address _____

Email address _____

City, State, Zip _____

Telephone Number _____

Signature _____

Date _____

In the event the request involves voluminous records or the university believes the requested records are not disclosable, either in whole or in part, the university will determine their disclosability and will make the appropriate records available and/or explain their non-disclosability, normally within two (2) working days.

For Use of Communication Services Only:

Received By: _____ Date _____

Rec'd in Communications on (Date) _____

Comments _____