

Carl Albert State College

Open Records Request

Records requested: Provide as specific a description as possible of the record(s) you desire copied, or searched, including record titles and dates. General information without specific and identifiable records, qualifiers, or other specifications will not be fulfilled. Include start date and ending date for the documents you are requesting.

Request for: Inspection _____ Copying _____

Requested Time Frame to receive records (There is no statutorily prescribed time frame to respond to a request. CASC will provide a prompt, reasonable response determined by the nexus between the amount of information requested and the time required for preparation of the request) :

Search Terms (Sufficiently specific to assist un in identifying the requested records):

Purpose of Request (Select a suitable description of yourself and the purpose of the request:

1. For commercial use. (Examples of commercial include use or purpose furthering commercial, trade, or profit interest of the requestor. Direct or indirect use for sale, resale, lease, subscription, solicitation, advertisement for sales or services.)
2. An individual seeking information for personal use and not for commercial use.
3. Affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use. Enter educational or scientific institution name:
4. A representative of the news media and this request is made as part of news gathering and not for commercial use. Enter media company name:
5. Other purpose identified:
6. Describe how disclosure will contribute to public understanding of the operations or activities of the college:

Requester's Information:

Name of person making request (Please print name)

Street Address _____

City _____ State _____ Zip _____

Telephone _____

Email address _____

Signature _____ Date _____

Contact information will be verified before a request is fulfilled.

Fees:

Any copies will be made in accordance with the fee schedule and procedure established by the CASA Board of Regents pursuant to the Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq.

CASC charges twenty-five cents (\$0.25) per page or one dollar (\$1.00) per copied page for a certified copy.

If the request is for a commercial purpose or will clearly cause excessive disruption of the essential functions of the public body, CASC will require an advancement of estimated fees to recover the direct cost of a records search. CASC charges, for each quarter hour spent by personnel searching for requested record, including electronic searches that do not require new programming: Professional (\$21.25); and clerical/administrative (\$13.75).

Return to: Carl Albert State College
Public Relations Office - F. L. Holton Business Center 866F
1507 S. McKenna
Poteau, OK 74953
or hbbormann@carlalbert.edu

*** DO NOT send money prior to our notification of the exact amount due.**