

## REQUEST FOR RECORDS

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

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I acknowledge and understand that records will typically be provided electronically when available. Should a record need to be reviewed on campus, it will be done in those areas designated for that purpose, and those 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. 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 ½ 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):

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Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone 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 within a reasonable time period.

FOR USE BY BRAND MANAGEMENT: Received by: _____ Date: _____
Rec'd in Brand Mngt on (date): _____ Referred to legal? Date: _____
Referred to: _____ Date Filled: _____
Comments: