

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

To: Caney Valley Public School District  
Ramona, 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. The undersigned requests access to the foregoing records for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If copies of the documents are requested, the undersigned agrees to pay \_\_\_\_\_ 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 \$\_\_\_\_\_ per hour.

4. The undersigned is acting as representative or agent for \_\_\_\_\_.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)

Received by Caney Valley School District  
on \_\_\_\_\_, \_\_\_\_\_

Record Request No. \_\_\_\_\_.