



**SECTION II: COMMUNITY RELATIONS POLICY 2140**

PRODUCTION OF PUBLIC RECORDS

PUBLIC RECORD ACCESS REQUEST  
OKLAHOMA OPEN RECORDS ACT

TO: Broken Arrow Public Schools  
701 S Main Street  
Broken Arrow, OK 74012-4334

- 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 \$.25 per page for copies, and/or such other fees as specified in the District's Fee Schedule for Duplication of and Search for School Records. If a search is necessary to furnish the documents and would clearly cause excessive disruption of the School District's essential functions or if this request is solely for commercial purposes, the undersigned agrees to pay the search fee as specified in the District's Fee Schedule for Duplication of and Search for School Records.

- 4. The undersigned is acting as representative or agent for

\_\_\_\_\_

\_\_\_\_\_

To Be Completed By Requestor:

To Be Completed By School District:

\_\_\_\_\_  
(Print name)

Received by Broken Arrow School District

\_\_\_\_\_  
(Signature)

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

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

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

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

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

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)