

NORTHWEST TECHNOLOGY CENTER  
**PUBLIC RECORD ACCESS REQUEST**  
OKLAHOMA OPEN RECORDS ACT

To: Northwest Technology Center  
1801 South Eleventh Street  
Alva, Oklahoma 73717

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following Technology Center records:

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(Describe records as specifically as possible; attach additional sheets if necessary)

2. The undersigned requests access to the foregoing records for the following purpose:

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3. If copies of the documents are requested, the undersigned agrees to pay \$.25 (legal or smaller) per page for copies or \$1.00 (legal or smaller) per page for certified copies. If the request for information is solely for commercial purposes or would clearly cause excessive disruption of Northwest Technology Center's essential function, a charge of twenty dollars (\$20.00) per hour may be charged to recover the direct cost of document search.

4. The undersigned is acting as a representative or agent for:

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TO BE COMPLETED BY  
REQUESTOR:

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

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

\_\_\_\_\_  
(Street Address/PO Box)

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

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

TO BE COMPLETED BY SCHOOL:

Received by Northwest Technology Center

\_\_\_\_\_  
(Employee Name/Campus)

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

Records Request No. \_\_\_\_\_

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