

Carl Albert State College

Open Records Request

Fee schedule

Days and times for inspection or pick up of copies

Fees

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

Additionally if the request is solely for commercial purpose, or would clearly cause excessive disruption of the essential functions of the public body, CASC **may charge a reasonable fee** to recover the direct cost of record search and copying with said cost to be determined based on the circumstances of each request.

Days and times for inspection or pick up of copies

After an Open Records Request is submitted and Carl Albert State College (CASC) has sufficient time to fulfill the request, the records can be inspected or copies picked up at the CASC Public Relations Office between 9 a.m. and 3 p.m. of a week in which the college is open for business. If the CASC Public Relations Director is unavailable, the CASC Human Resource Director will be the official in charge of providing said requested inspection or copies.

The person requesting the record and the person authorized to release the records of the public body may agree to the inspection, or the pick up of copies, on a day and at a time other than the days and times set above, but only if both parties are in agreement with the alternate day and time.

The requestor of copies of records will be required to make payment for copies (and if a fee is charged based on the excessive disruption statement above) to the CASC Business Office before copies will be released.

The CASC Public Relations Office is located at the F. L. Holton Business Center, BC 866C, 1507 S. McKenna, Poteau, Oklahoma. The CASC Human Resources Office is at the F. L. Holton Business Center, BC 866D, and the CASC Business Office is located in Hemphill Hall Office # 105.