

# Carl Albert State College

## Open Records Request

Records requested: Please provide as specific a description as possible of the record(s) you desire copied, including record titles and dates.

---

---

---

Select a suitable description of yourself and the purpose of the request:

- An individual seeking information for personal use and not for commercial use.
- Affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use. Enter educational or scientific institution name:

---

- A representative of the news media and this request is made as part of news gathering and not for commercial use. Enter media company name: \_\_\_\_\_

Describe how disclosure will contribute to public understanding of the operations or activities of the college:

---

---

Request for:            Inspection \_\_\_\_\_            Copying \_\_\_\_\_

Name of person making request (Please print name) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Any copies will be made in accordance with the fee schedule and procedure established by the CASC Board of Regents pursuant to the Oklahoma Open Records Act, 51 O.S. § 24 A. 1 et.seq.

Return to:     Carl Albert State College  
                  Public Relations Office - F. L. Holton Business Center 866C  
                  1507 S. McKenna  
                  Poteau, OK 74953  
                  or jpwhite@carlalbert.edu

**\* DO NOT send money prior to our notification of the exact amount due. We will contact you when the request is filled. Please allow at least a week. Thank you.**