

UNIVERSITY OF CENTRAL OKLAHOMA
Fax Transmittal & Request for Public Record Form

Date: _____
Sender/Requestor Name: _____
Telephone: _____ Fax: _____
Address: _____
Email: _____

Please Deliver To: Legal/University Relations Fax Number: (405) 974-3807
Company: University of Central Oklahoma
Comments/ Special Instructions: PUBLIC RECORDS REQUEST

Including this cover sheet, this fax contains _____ pages. If you did not receive all of the pages or if this fax cannot be read, please notify the sender.

****CONFIDENTIALITY** This fax (including any attachments) may contain confidential, proprietary and privileged information; any unauthorized disclosure or use is prohibited. If you received this fax in error, please notify the sender and delete this email from your system. Thank you.**

Description of record(s): _____

Is this being used for a commercial purpose? Yes No

Please describe the purpose of your request. _____

Please be aware that if your request involves extensive searching of records, this work must be scheduled and a charge will be assessed. A schedule of charges is available on the UCO website at: <http://administration.uco.edu/documents.php?d=leg>.

Requested return format: (please check only one)

- Email
 Regular U.S. Mail*
 I will pick item up

Requestor Signature

Date

**Additional charges apply*

FOR UNIVERSITY USE ONLY

Authorized University Signature Date

Department of Record: _____
Number of pages: _____ Charge: _____
Search hours: _____ Search charge: _____

PLEASE SUPPRESS THE NAMES OF THOSE INDIVIDUALS WHO HAVE INDICIATED THEY DO NOT WANT THEIR NAMES ON MAILING LISTS BEFORE RUNNING THIS LIST.

Reviewed for compliance by:

Signature