

**OPEN RECORDS ACT  
PUBLIC'S RIGHT TO KNOW**

The Board of Education realizes its responsibility to assure community accessibility to “public records” under the Oklahoma Open Records Act (the “Act”). The public has a right to be fully informed concerning the District’s operations. Informed citizens are vital to the successful functioning of the democratic process that the Board desires to exemplify to students attending school in this District. However, the board also has an obligation to safeguard staff, students and parents from invasion of personal privacy.

**Records**

All official records (as the term “records” is defined in the Act) will be open at all reasonable times during regular business hours for inspection, copying and/or mechanical reproduction, except for the following:

- Records designated as confidential records under the Act.
- Records designated as confidential records under other Oklahoma state law provisions.
- Records designated as confidential records under federal law, rules and regulations.

A request for inspection/copying of official public records may be denied only if the record:

- Is not an official public record.
- Is a confidential record.
- Contains both confidential and non-confidential material and is not feasible to redact the confidential material.

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Legal Reference: Title 51 O.S., 24A, 1-18

**OPEN RECORDS ACT**  
**PUBLIC'S RIGHT TO KNOW (continued)**

**Procedure**

Official public records may not be removed from District premises for any reason and may be removed from the office where they are located only by District personnel for copying at another location in the same building.

Under the Act, the District has a right to establish reasonable procedures to protect the integrity and organization of its records and to prevent excessive disruption of its essential functions. The normal turnaround for a request of records is 30 days.

If an official public record contains both confidential and non-confidential materials, the District will make a reasonable effort to redact the confidential material. Access to the record may be denied if it is not reasonably possible to prepare for copying the confidential material.

**Fees**

A reasonable fee may be charged for the direct cost of document copying and/or mechanical reproduction to include the time of District personnel making the copies. The District will have the right to require payment of the copying fee or a reasonable deposit in advance of making the copies.

If it is necessary to search the District's records in order to locate the records requested, a reasonable fee to recover the direct cost of the document search may be charged if the request is solely for commercial purposes or clearly would cause excessive disruption of the District Office's essential functions. No search fee will be charged in any instance in which the release of the official public record is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those persons entrusted with the affairs of the District are honestly, faithfully and competently performing their duties as public servants.

A schedule of fees as authorized will be posted at the Administration Offices of the District, located at 102 West 10th Street, Claremore, Oklahoma and with the Rogers County Clerk.

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**PUBLIC'S RIGHT TO KNOW (continued)****Fee Schedule**

Upon request for copies of public school records, an estimate of the charges that might reasonably accrue will be calculated and provided to the person requesting the information.

If after being advised of the cost, the person making the request desires the copies, someone will be assigned to copy the records.

**Fees for copies are based on the following schedule:**

- Twenty-five cents (\$.25) per 8-1/2" x 11" page of straight copy.
- Fifty cents (\$.50) per 8-1/2" x 11" page (double-sided copy).
- Fifty cents (\$.50) per page for copies enlarged or reduced from a document.
- Bound and printed documents will be charged per printing cost.

If the request is solely for a commercial purpose or clearly would cause excessive disruption of the School District Office's essential functions, an additional charge of \$15.00 for clerical staff time and \$25.00 per hour for professional staff search will be charged. Under most circumstances, no search fee will be charged when release of the documents is in the public interest, including, but not limited to, release to the news media, scholars, authors, and taxpayers seeking to determine whether School District officers and employees are honestly, faithfully, and competently performing their duties as public servants.

- \$80 per hour fee when computer programming is required on a customized request.
- \$85 per hour fee when additional legal support is required.

The foregoing exemption from a search fee does not apply when the request is or will cause excessive disruption to the School District's essential functions.

The final cost may be more or less than the estimate. If the person making the request for copies aborts the copying request or if the actual time or number of copies produced is less than the estimate, the charge will be decreased accordingly. A cost deposit may be required for search fee or copying fees prior to processing the request.

If the person making the original request asks for other material that requires additional time or copies, the actual cost will be increased accordingly. The final cost must be paid in full before the copies are released.

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Superintendent, Claremore Public Schools