

**OPEN RECORDS ACT
(REGULATION)**

1. All public body records are open to any person for inspection, copying, or reproduction during regular business hours, except as provided by the Oklahoma Open Records Act.
2. The act does NOT apply to records specifically required by law to be kept confidential, including records of what transpired during meetings lawfully closed to the public (such as board executive sessions).
3. The school district may charge a fee only for reasonable, direct costs of document reproduction or copying. Therefore, (according to the maximum amount listed in the act), 25 cents per page will be charged for document copying and \$1.00 for a certified copy page.
4. However, if the request is solely for a commercial purpose (other than for the news media) or would clearly cause excessive disruption of the public body's essential function, the body may charge a fee of \$10.00 per hour to recover direct costs of document search.
5. In order to protect the integrity and organization of its records and to prevent excessive disruptions of the school's essential functions, the district may use 24 hours or, in rare circumstances, 48 hours to provide lengthy or complex information.
6. No search fee can be charged when release is in the public interest. Public interest includes seeking to determine if officials are honestly and competently performing their duties.
7. A written schedule of the fees will be posted at the office of the superintendent and with the county clerk.
8. The superintendent may waive charges at his or her discretion.

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:
 - A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
 - B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).

OPEN RECORDS ACT, REGULATION (Cont.)

- C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:
 - 1. Investigative evidence of a plan or scheme to commit an act of terrorism;
 - 2. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;
 - 3. Plans for deterrence or prevention of or protection from an act of terrorism;
 - 4. Plans for response or remediation after an act of terrorism;
 - 5. Information technology of a public body or public official but only if the information specifically identifies:
 - a. Design or functional schematics that demonstrate the relationship or connections between devices or systems;
 - b. System configuration information;
 - c. Security monitoring and response equipment placement and configuration;
 - d. Specific location or placement of systems, components, or devices;
 - e. System identification numbers, names, or connecting circuits;
 - f. Business continuity and disaster planning, or response plans; or
 - g. Investigation information directly related to security penetrations or denial of services; or
 - 6. Investigation evidence of an act of terrorism that has already been committed.

The term "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

- D. The home address or social security number of any employee or former employee.
2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.

OPEN RECORDS ACT, REGULATION (Cont.)

3. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid

in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 1/2" x 11" - \$.25 per copy

8 1/2" x 14" - \$.25 per copy

Search fee: \$_____ per hour

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:
- A. Individual student records;
 - B. Teacher lesson plans, tests, and other teaching material; and
 - C. Personal communications concerning individual students;
 - D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or
 - E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
5. An employee of the district shall have a right of access to the employee's own personnel file.

REFERENCE: 51 O.S. §24A.5
51 O.S. §24A.27