



SECTION VI: COMMUNITY RELATIONS 6000

Open Records Policy

The Board recognizes the purpose of the Oklahoma Open Records Act to ensure and facilitate the public's right of access to and review of government records. The Board shall ensure compliance with the Oklahoma Open Records Act and that open records are reasonably available for public inspection and copying, except for records which are confidential under federal or state law or otherwise not subject to the Open Records Act. The Board designates the Head of School, or the Head of School's designee, as the person to be available during regular business hours to receive requests for public records. The Board authorizes the Head of School to designate a person to process open records requests submitted to the School. The Head of School or designee is authorized to prepare a standard form to be completed for any requests for open records from the School to ensure ease of logging and tracking requests. The Board directs the Head of School or designee to require a written request to be submitted prior to any public records being released so that a log of such information is maintained by the School.

A public body may charge a fee only for recovery of the reasonable, direct costs of record copying or mechanical reproduction.

Fee Schedule for Costs of Reproduction:

- a. \$0.25 per page for photocopies of records;
- b. \$ 1.00 per page for certified copies;
- c. Electronic/digital production (e.g. CD-ROM, flash drive, PDF, etc.) shall be actual cost of reproduction, including labor.

However, if the request is solely for a commercial purpose or would clearly cause disruption of the essential functions of the public body, then a reasonable fee may be charged to recover the direct cost of searching and copying said records.

Fee Schedule for Requests Subject to Additional Recovery Costs:

The School reserves the right to recover the actual cost of searching, copying, and reproducing records, including labor, if the information requested is not readily available or requires an extended amount of time to retrieve. If you submit a request that is subject to additional recovery costs, you will be provided with an estimate before work begins. The fee schedule will include:

- a. \$25 per hour fee for commercial requests or those that cause excessive disruption of office functions (The School defines an "excessive disruption" request as one that, requires more than eight [8] hours of actual employee work time to compile);

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b. \$80 per hour fee when computer programming is required on a customized request; and

c. \$85 per hour fee when additional legal support is required.

All fees must be paid by check or money order to the School before the records are provided.