

## OPEN RECORDS POLICY

All records of the Western Heights School District, except those records protected by state evidentiary privilege such as the attorney-client privilege or records restricted under the Family Educational Rights and Privacy Act, 20 USC 1232(g), the work product immunity from discovery and the identity of informer privileges; or records of what transpired during executive sessions of the Western Heights Board of Education, shall be open to any person for inspection, copying, and/or mechanical reproduction during the regular business hours of the Board of Education/Administrative offices at 8401 S.W. 44<sup>th</sup>, Oklahoma City, Oklahoma.

Any reasonably segregable portion of a record containing exempt material shall be provided after deletion of the exempted portions.

The Western Heights School District shall charge \$.20 per page for duplication of requested records. The Clerk of the Board of Education may perform this search for and reproduction of the copies requested. However, information requested from personnel files must be obtained by the Clerk, Deputy Clerk, or Personnel Secretary.

Requested records will be responded to in a timely fashion. When duplication requests involve 50 pages or less, every attempt will be made to respond in less than 24 hours. For requests that involve 50 pages or more, reasonable efforts will be made to respond within 72 hours.

The Western Heights School District shall keep the following records confidential:

- I. Any record related to internal personnel investigations including examination and selection of material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
- II. Any record 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 Western Heights School District, and transcripts from institutions of higher education maintained in the personnel files of the certified employees of the Western Heights School District, provided, however, that the disclosure of the degree obtained and the curriculum on the transcripts of the certified employees of Western Heights School District, shall be open.
- III. Any record where disclosure would constitute a clearly warranted invasion of privacy including the address, home telephone numbers, and e-mail addresses of employees of the Western Heights School District.

All personnel records not specifically falling within paragraph I, II, and III of this policy shall be available for public inspection and duplication, including but not limited to records of:

- A. Employment application of a person who becomes a public official;
- B. The Gross receipts of public funds;
- C. The dates of employment, title or position; and
- D. Any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.

This policy is on file at the County Clerk's office.

Adopted: 11-04-85

Revised: 06-03-93

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