

<p><b>TRAINING WORK INSTRUCTION</b></p>	<p><b>ACCESS TO OPEN (NON-CONFIDENTIAL) RECORDS WHEN OFFICES OPENED FOR LESS THAN 30 HOURS PER WEEK (ADM-TWI-0009) METRO TECHNOLOGY CENTERS</b></p>	<p><b>The on-line version of this document is official. Therefore, all printed versions are unofficial copies.</b></p>
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**1.0 PURPOSE:**

This work instruction establishes a methodology for accessing open (non-confidential) records at Metro Technology Centers when offices are opened for less than 30 hours per week and shall apply to all external requestors of such open records, as required by The Oklahoma Open Records Act.

**2.0 RESPONSIBILITY:**

- 2.1 Minute Clerk for the Board of Education
- 2.2 Superintendent/CEO

**3.0 APPROVAL AUTHORITY:**

- 3.1 Superintendent/CEO

**4.0 DEFINITIONS AND ACRONYMS:**

**4.1 CONFIDENTIAL RECORD:** The following District records are confidential and are, therefore, exempt from search and copy:

- A. Records and/or materials prepared in anticipation of litigation.
- B. Records and/or materials protected by a state evidentiary privilege – the Attorney-Client Privilege.
- C. Records reflecting what transpired during an executive session of a school board meeting.
- D. Personnel records which relate to internal investigations, examination, selection materials for hiring, appointment, promotion, demotion, discipline or resignation; provided, an employment application of a person who becomes a public official shall be provided upon request; and provided further, any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination shall be provided upon request.
- E. Records on student academic materials, such as: tuition, testing records, teaching material and personal communications with individual students.
- F. Where disclosure would constitute a clearly unwarranted invasion of privacy; e.g., employee evaluation, payroll deductions, and transcripts of certified employees, provided, any degree reflected on the transcript and the curriculum reflected on the transcript shall be provided upon request.
- G. Personal notes and personally created materials under the circumstances authorized by law.
- H. Records on competitive bids under the circumstances authorized by law.
- I. Records donated as archives and museum materials under the circumstances authorized by law.
- J. Records showing payroll deductions.
- K. Any records showing the home address and/or telephone number of any current or former employee.

**4.2 OPEN RECORD:** all documents including, but not limited to, any book, paper, photograph, microfilm, data files created by or used with computer software, computer tape, disk, and record, sound recording, film recording, video record or other material regardless of physical form or characteristic, created by, received by, under the authority of, or coming into the custody, control or possession of public officials, public bodies, or their representatives in connection with the transaction of public business, the expenditure of public funds or the administering of public property, except as listed in 4.1.

“Record” does not mean computer software, nongovernmental personal effects or, unless public disclosure is required by other laws or regulations, personal financial information, credit reports or other financial data obtained by or submitted to a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or for the purpose of becoming qualified to contract with a public body.

**4.3 STUDENT RECORDS:** requests for student records, including but not limited to transcripts, should be submitted to the Registrar.

**5.0 PROCEDURE:**

**5.1** Requests to inspect and/or receive copies of Metro Technology Centers’ open (non-confidential) records when offices are opened for less than 30 hours per week shall be made to the minute clerk for the Board of Education in the following manner.

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- 5.2 Requestors may contact the minute clerk, **JoAnn Johnson, via telephone at 405-733-1255 or 405-620-6345, or via email: [joann.johnson@metrotech.edu](mailto:joann.johnson@metrotech.edu)** . Such contacts may be made Monday-Friday, except legal holidays, during the hours of 8:00 a.m. and 4:00 p.m.
- 5.3 The Minute Clerk and requestor will schedule a mutually agreeable time for review and/or receipt of records.
- 5.4 The requestor should complete a Request for Public Records of Metro Technology Centers School District No. 22 (ADM-F-0002) form.
- 5.5 The following search and copy fees will be charged and must be paid upon receipt of any documents:

<u>ITEM</u>	<u>COST</u>
Photocopies (8-1/2" x 11" or 8-1/2" x 14")	\$0.20 per page
Photocopies (11" x 17")	\$0.25 per page
Computer printouts	\$0.25 per page
Audio cassettes	\$2.50 per side
Labor charges	\$6.00 per 15-min period

Materials not specifically noted above will be subject to fees based on actual cost of copying (labor and material).

- 5.6 The requestor should allow a reasonable length of time (no less than 48 hours) before receiving the documents.
- 5.7 A written schedule of said fees shall be posted in the Superintendent/CEO's office and filed with the Oklahoma County Clerk.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Board Policy BP-2026 The Open Records Act
- 6.2 Request for Open (Non-Confidential) Records of Metro Technology Centers School District No. 22 (ADM-F-0002)
- 6.3 51 O.S. 24A.5, 51 O.S. 524.A7, OP Atty Gen 99-30
- 6.4 Written fee schedule

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for Public Records of Metro Technology Centers School District No. 22 (ADM-F-0002)	Superintendent/ CEO's Office	5 years	Stored in file cabinet in Minute Clerk's office. After 5 years, the forms may be shredded.	No special protection required.

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
17-Dec-09	A	Initial Release
16-May-11	B	Updated telephone numbers and mailing address of Minute Clerk and Superintendent/CEO. Noted that requests are stored in file cabinet in Minute Clerk's office.
15-Dec-11	C	Updated telephone numbers and mailing address for Yolanda Ikard Holman
21-Dec-11	D	Update telephone number for Dr. James Branscum
12-Dec-12	E	Update telephone number and address of Yolanda Ikard Holman; removed PCF Reference.
05-Aug-13	F	Revised contact information
11-Dec-14	G	Revised contact information for minute clerk
19-Apr-18	H	Updated contact information for minute clerk

**9.0 PROCESS OWNER:** Superintendent/CEO

**\*\*\* End of Training Work Instruction \*\*\***