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MEMORANDUM

TO: OKLAHOMA COUNTY CLERK / PUBLIC NOTICE

FROM: JOANN JOHNSON, MINUTES CLERK, BOARD OF EDUCATION

SUBJECT: ACCESS TO OPEN RECORDS WHEN OFFICES ARE CLOSED FOR WINTER BREAK

DATE: DECEMBER 13, 2022

All Metro Technology Centers' facilities and offices will be closed from Monday, December 19, 2022 through Monday, January 2, 2023. 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 Minutes Clerk for the Board of Education.

Requestors may contact the Minutes Clerk via telephone or email [contact information available online at <https://www.metrotech.edu/about/board-education/access-open-records>]. Such contacts may be made Monday-Friday, except legal holidays, during the hours of 8:30 a.m. and 3:30 p.m.

The requestor and Minutes Clerk will schedule a mutually agreeable time for review and/or receipt of records.

Attachment: Board Policy 2026 – The Open Records Act [Access to Open (Non-Confidential Records) When Offices Opened for Less Than 30 Hours per Week]

[Notice posted on District's external website and in prominent public view at the District's administrative offices, 1900 Springlake Drive, Oklahoma City, Oklahoma.]

BOARD POLICIES	THE OPEN RECORDS ACT (BP-2026) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Metro Technology Centers Open Records Requests:

Metro Technology Centers complies with the Oklahoma Open Records Act. Records are available for public viewing and copying, except for records that are confidential under state and federal laws.

Requests to inspect and/or to receive copies of Metro Technology Centers' public records shall be made online at <https://www.metrotech.edu/about/board-education/access-open-records> or to the Senior Administrative Assistant/Minutes Clerk in the superintendent's office, located on the upper floor of the Business Conference Center, 1900 Springlake Drive, Oklahoma City, OK 73111.

Requests will be received Monday-Friday, between the hours of 8:30 a.m. and 3:30 p.m., on days not designated as office closed.

If the requestor selects to inspect documents under the Open Records Act, the documents must be kept in the order in which they were provided. Use of writing instruments while reviewing Metro Technology Centers' documents is prohibited. The requestor must designate the records to be copied with the use of paper markers, post-it notes or other non-destructive means.

The following fee schedule will be used with copying, digital records and/or scanning documents:

- \$.25 per page for records having the dimensions of 8 ½ x 14 inches or smaller
- \$1.00 per copied page for a certified copy
- Copies of all other media including but not limited to flash drives, CDs, color copies, oversized copies shall be actual cost of reproduction including labor.

Metro Tech reserves the right to charge a search fee if the information requested requires an excessive disruption of the essential functions of District staff.

- A search fee for those requests that cause an "excessive disruption" of office function will be charged for the actual cost of labor, which includes hourly salary calculation, benefits, taxes, burdens, and retirement contributions. The requestor will be charged the hourly rate for all search time, review time, and if necessary, time spent redacting records prior to production.
- Metro Technology Centers does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, Metro Technology Centers shall charge the news media and others the direct cost of copying electronic data.

- A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

All fees for copies and delivery costs must be paid by check or money order before documents are provided. An estimated deposit fee for making the records available will be provided to the requestor after reviewing the request, but the final amount due, including any applicable search fees, will be calculated after the documents have been identified and gathered. Requestors must pay the final amount due as a condition of receiving the records.

Payments may be made and delivered to:

Metro Technology Centers
Finance Department
1900 Springlake Dr.
Oklahoma City, OK 73111

When Offices are Open Less Than 30 Hours per Week

Requests to inspect and/or receive copies of Metro Technology Centers' open (non-confidential) records when offices are opened less than 30 hours per week shall be made to the Minutes Clerk for the Board of Education.

Requestors may contact the Minutes Clerk via telephone or email [contact information available online at <https://www.metrotech.edu/about/board-education/access-open-records>]. Such contacts may be made Monday-Friday, except legal holidays, during the hours of 8:30 a.m. and 3:30 p.m.

The requestor and Minutes Clerk will schedule a mutually agreeable time for review and/or receipt of records.

2.0 CROSS REFERENCE: BP-10001

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
06-9-86	A	Adopted
08-8-94	B	Revised
05-12-97	C	Revised
09-22-03	D	Reformatted
12-15-03	E	Legal references reviewed and revised as necessary

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11-22-04	F	Revised
09-22-10	G	Revised format
13-Sep-11	H	Added cross reference BP-10001 and deleted cross reference BP-10014
07-May-13	I	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
15-Feb-22	J	Blanket review and annual adoption of all policies
14-Jun-22	K	Revised position title from Executive Assistant to Senior Administrative Assistant/Minutes Clerk
16-Aug-22	L	Revised to add procedures for open records requests, and updated Fee Schedule with copying, digital records and/or scanning documents

*****End of Policy*****