

# WESTERN TECHNOLOGY CENTER

DISTRICT NUMBER VO-12  
621 SOONER DRIVE  
BURNS FLAT, OK 73624

## MEMORANDUM

**TO:** WASHITA COUNTY CLERK / PUBLIC NOTICE

**FROM:** PAMELA CLARK, CFO/BUSINESS MANAGER

**SUBJECT:** ACCESS TO OPEN RECORDS WHEN OFFICES ARE CLOSED FOR BREAKS

**DATE:** OCTOBER 4, 2022

All Western Technology Centers' facilities and offices will be closed from Monday, November 21, through Friday, November 25, 2022; Monday, December 19, through Friday, December 30, 2022; and Monday, March 13, through Friday, March 17, 2023. Requests to inspect and/or receive copies of Western Technology Centers' open (non-confidential) records when offices are opened for less than 30 hours per week shall be made to the CFO/Business Manager.

Requesters may contact the Business Manager, Pamela Clark, via telephone at 580-562-3181, ext. 217, (621 Sooner Dr.), Burns Flat or email: [pclark@westtech.edu](mailto:pclark@westtech.edu). Such contacts may be made via telephone or email Monday-Friday, except legal holidays, during the hours of 8:00 a.m. and 4:00 p.m.

The requester and Business Manager will schedule a mutually agreeable time for review and/or receipt of records.

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During regular business weeks, requests to inspect and/or receive copies of Western Technology Centers' open (non-confidential) records shall be made to the CFO/Business Manager located in the Finance Office, 500 7<sup>th</sup> Street, Burns Flat Campus. Requests will be received Monday-Friday, between the hours of 8:00 a.m. and 4:00 p.m. on days not designated as office closed or scheduled breaks.

## **WESTERN TECHNOLOGY CENTER OPEN RECORDS ACT POLICY**

It is the policy of the WESTERN TECHNOLOGY CENTER Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

The superintendent's secretary shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

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 that cause excessive disruption to the district's essential functions. In no case shall a search fee 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"	\$ .30 per copy
11" x 17" ledger	\$ .50 per copy
Certified copy	\$ 1.00 per page
Research	\$25.00 per hour

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available on the Internet to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.1, et seq.

OSSBA: GBA

### **OPEN RECORDS ACT (REGULATION)**

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).
  - 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, Monday through Friday, from 8:00 a.m. until 4:00 p.m., except during holiday and school break periods.

3. A fee shall be charged to recover the reasonable direct costs of copying district records. A fee shall also be charged 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:

8 1/2" x 11"	\$ .25 per copy
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Research	\$25.00 per hour

The referenced fees shall be posted at the campus director's 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

OSSBA : GBA-R

Adopted by the Western Technology Center Board of Education November 13, 2018