

CHOCTAW-NICOMA PARK PUBLIC SCHOOLS  
**OPEN RECORDS REQUEST FORM**

Request Date: \_\_\_\_\_

**Requestor's Name and Contact Information (Please Print):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_, \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

---

---

Purpose of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents or Records Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where should the documents and/or records be sent once the request is fulfilled?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**ACKNOWLEDGEMENT**

*I understand and affirm I am requesting records and documents from Choctaw-Nicomoma Park Public Schools as allowed by Oklahoma Statutes 51 §24A.1 – 24A.24 and federal privacy law. I also understand and affirm there are many types of records and documents which are exempt from state and federal freedom of information law and I understand these types of documents and records will not be provided to me. Furthermore, I understand there may be a fee for researching, compiling, copying and transmitting these records to me and these fees must be remitted to the school district prior to the release of any record or document. I also understand all open record requests (along with this form) must be submitted to the Office of the Superintendent, in writing, for the purpose of determining the appropriate personnel to act on this request.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Organization – If any)

**REQUESTS FOR DISTRICT RECORDS**

The board of education policy is to follow appropriate federal and state laws with regard to releasing records as specifically outlined in Oklahoma Statutes 51 §24A.1 – 24A.24.

In accordance with the Oklahoma Open Records Act of 1985, certain records and information contained in employee files are subject to examination by any citizen. The Act defines "records" as "Any book, paper, photograph, microfilm, 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 other representatives in connection with the transaction of public business...".

Basically, as it pertains to the school district, those records/information that are to be kept open for public inspection are:

- Minutes of board meetings
- Financial information (70 O.S. Sec. 5-122 permits districts to destroy financial records after 5 years)
- Applications of hired employees
- Teaching certificates
- Employee contracts
- Salary information

Records that are exempt and that fall under the "Federal Privacy Act" are:

Confidential employee records including, but not limited to:

- Evaluations
- References
- Placement folders
- Transcripts
- Payroll deduction information (social security number)
- Correspondence relating to discipline or promotion; employment; hiring; appointment; demotion; resignations and leaves of absence
- Letters of commendation or complaint from patrons

Student related materials including, but not limited to:

- Individual student records
- Teacher lesson plans, test, and other teaching materials
- Personal communications concerning individual students

Other exempt records including, but not limited to:

- Bid documents as relates to unfair advantage to competitors
- Records from federal government, when requested by federal law
- Personal communications from the public
- Executive Session materials
- Attorney-Client Privilege materials
- Litigation or trial records

## **REQUESTS FOR DISTRICT RECORDS (Cont.)**

A school district may set up reasonable regulations for compliance with the "Open Records" requests, including designation of personnel who provide the information and a charge for performing the services.

Choctaw/Nicoma Park school district may charge a \$25.00 per hour documentation fee and/or a \$0.25 per page copying/transmittal fee of the information requested. Notice of fees charged is on file at the County Clerk's office at the Oklahoma County Courthouse Building in Oklahoma City. All requests for materials to be copied must be directed or referred to the Superintendent's Office at the Board of Education Building.

**SEE FEE SCHEDULE ON NEXT PAGE**

## CHOCTAW-NICOMA PARK PUBLIC SCHOOLS OPEN RECORDS REQUEST FEE SCHEDULE

It is the policy of the Choctaw-Nicoma Park School Board to fulfill valid open records requests in a timely and efficient manner. However, there may be costs involved with the fulfillment of such requests. In accordance with Oklahoma State Statute Title 51, §24A.1 through §24A.30 and school board policy GBA, the school district may charge fees for researching, copying, printing, archiving, redacting and compiling documents and data for open records requests. Below is the current fee schedule for open records requests.

### RECORD DUPLICATION FEES:

Copies of documents (hardcopy – letter or legal size)	\$0.25 per page
Copies of documents (hardcopy – 11" x 17")	\$0.50 per page
Copies of documents (certified copies)	\$1.00 per page
Copies of documents (to electronic file such as PDF)	\$0.25 per page
Computer printouts/reports (hardcopies)	\$0.50 per page.
Computer printouts/reports (to electronic file such as PDF)	\$0.25 per page
Dubs of audio recordings to an electronic audio file	\$ 6.00 each
Dubs of video recordings to an electronic video file	\$10.00 each

**RECORD SEARCH/COMPILATION/REDACTION FEES<sup>1</sup>:** \$25.00 per hour

### ELECTRONIC MEDIA CHARGES (For district-provided media):

Flash Drive (up to 16 GB)	\$20.00 each
Flash Drive (32 GB)	\$25.00 each
Audio CD (if available)	\$ 5.00 each
Video DVD (if available)	\$10.00 each

The Superintendent (or designee) may wave any open records request fees if it is in the best interest of the school district to do so. An estimate of charges will be provided by the district to the open records requestor. Payment of the estimated charges and fees must be remitted to the district before the fulfillment of any open records request.

<sup>1</sup> *If a search is necessary to furnish the documents and/or if the request is for commercial purposes, then the Record Search/Compilation/Redaction fees will be charged, unless waived by the Superintendent (or designee). There will be a one-hour minimum charge for these services. Any staff time spent fulfilling the request over the initial one-hour minimum charge will be billed in one-quarter hour increments.*