

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.

The Choctaw/Nicoma Park School District may charge a search fee and/or compilation/redaction/record conversion fee and other copying fees for the information requested. The district's Open Records Fee Schedule is on file at the County Clerk's office at the Oklahoma County Courthouse Building in Oklahoma City and posted at the school district's Administration Building. All open records requests must be directed or referred to the Superintendent's Office at the district's Administration 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 (hardcopy - certified copies)	\$1.00 per page
Copies of documents hand scanned to electronic files such as PDF, Excel	\$0.25 per page
Copies of documents – Software-generated, non-custom electronic files	\$3.00 per file
Computer printouts/reports	\$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 FEE^{1,2}: \$30.00 per hour

COMPILATION/REDACTION/RECORD CONVERSION FEES²: \$30.00 per hour

ELECTRONIC MEDIA CHARGES (For district-provided media):

Flash Drive - up to 16 GB (Plus Duplication/Search Fees)	\$20.00 each
Flash Drive - 32 GB-128 GB (Plus Duplication/Search Fees)	\$25.00 each
Audio CD - If available (Plus Duplication/Search Fees)	\$ 5.00 each
Video DVD - If available (Plus Duplication/Search Fees)	\$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. A copy of this fee schedule has been submitted to the Oklahoma County Clerk and is posted at the district's administration office.

¹ If the request is for commercial purposes, then the Record Search and/or Compilation/Redaction/Record Conversion 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.

² Search fees listed above will be waived for records designated by the district as "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". However, the district may charge the requestor the direct cost of making the record copies.