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By Treasa Wooliver at 3:29 pm, Dec 01, 2025

FILED IN OFFICE
COUNTY CLERK
OKLAHOMA CITY, OKLA

MARESSA TREAT County Clerk, Okla. Cnty.

T. Wooliver
Deputy

MEMORANDUM

TO: OKLAHOMA COUNTY CLERK / PUBLIC NOTICE

FROM: VALERIE MANUEL, MINUTES CLERK, BOARD OF EDUCATION

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

DATE: DECEMBER 1, 2025

All Metro Technology Centers' facilities and offices will be closed from Monday, December 22, 2025 through Friday, January 2, 2026. 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, Valerie Manuel, via telephone at 405-200-8747 or email: Valerie.manuel@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.

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

Attachment: Access to Open (Non-Confidential Records) When Offices Opened for Less Than 30 Hours per Week [ADM-TWI-0020]

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