1.0 POLICY:

Metro Technology Center, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The board strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this technology center desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the technology center, except those records designated as confidential in this policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the technology center shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the technology center hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.

2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.

3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.

4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.

5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.

6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the school

district as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.

8. Personal communications concerning individual students.

9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.

10. The home address of any person employed or formerly employed by the technology center.

11. The home telephone number of any person employed or formerly employed by the technology center, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Custodian

The board of education hereby designates its Senior Administrative Assistant/Minutes Clerk or if such person is not available during regular business hours, then its position as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the technology center's copy of required school board election related filings.

Copies of these documents can be obtained by making a request through the clerk's designee

Fees for Records and for Search for Records

Metro Tech shall charge fees that reflect the reasonable direct cost of reproduction, and any search fee authorized by law. The following schedule applies unless a different fee is established by law:

Record or Service	Fee
Black-and-white copy, 8.5 × 14 inches or smaller	$0.25 per page
Certified copy	$1.00 per page
Color copy, 8.5 × 14 inches or smaller	Actual cost
Oversized copy, larger than 8.5 × 14 inches	Actual cost

Electronic data conversion (TIFF or PDF)	$0.25 per page
USB flash drive	$20.00 per device
CD, DVD, audio media, or video media	$10.00 per item or actual cost, whichever is less
Mailing or delivery	Actual cost
Research Fees (for research, review, and redacting exceeding 15 minutes)	**Fee**
Legal counsel required for search, review, or redaction	$200.00 per hour
Administrator (other than superintendent)	$100.00 per hour
Support Staff	$50.00 per hour
Superintendent	$150.00 per hour

In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the technology center's essential functions or is solely for commercial purpose the technology center will charge a reasonable search fee equaling the direct cost to the technology center in fulfilling the request. This cost includes the base salary, benefits, taxes, burdens, and retirement contributions paid by the technology center for the employee(s) involved in the fulfillment of the request as well as legal fees incurred by the technology center if required. The requestor will be charged a fee equal to the technology center's direct cost for all search time, review time, and, if necessary, time spent redacting records prior to production.

The technology center does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the technology center 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.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the technology center, the school may request a deposit, to be set by the records custodian, to be made at the time of the request.

The technology center may require advance payment of the estimated fees when the estimated cost exceeds $75.00 or if the requestor has outstanding fees from previous requests. Any

portion of an advance payment that exceeds the costs of responding to the request shall be returned to the requestor.

The technology center does not transmit records electronically. All documents responsive to an Open Records Act request must be retrieved in person at the technology center's administration office during its business hours.

Request for Records

Requests to inspect or receive copies of Metro Tech public records shall be submitted online https://www.metrotech.edu/about/board-education/access-open-records or directed to the Senior Administrative Assistant/Minutes Clerk in the Superintendent's Office, District Center, 1900 Springlake Drive, Oklahoma City, Oklahoma 73111.
Requests will be received Monday through Friday from 8:30 a.m. to 3:30 p.m. on days Metro Tech offices are open. Metro Tech may require use of its records-request form.

A request must identify the records sought with reasonable specificity. A reasonably specific request should:

a. specify a general time frame within which the requested records would have been created or transmitted,

b. seek identifiable records, rather than general information without any qualifiers or other specifications, and

c. include search terms that are sufficiently specific to assist the public body in identifying the requested records.

If the technology center has engaged with the requestor to seek the information needed to fulfill the request and to identify the records sought by the requestor, including providing the requestor with general topics or a specific list of records related to the request, the request may be denied if it is still not reasonably specific.

2.0 CROSS REFERENCE: BP-10001

3.0 LEGAL REFERECE: OKLA. STAT. tit. 51, §§ 24A.16, 24A.5, 24A.7, 24A.14, 24A.9, 24A.10.

4.0 REVISION HISTORY:

Date:	Revision	Description of Revision:
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
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
11-Feb-25	M	Revised
18-Nov-25	N	Revised
13-Oct-26	O	Revised

End of Policy