



**Request for Records Policy**

Approved 11.28.2017

The Western Oklahoma Workforce Development Board (WOWDB) adopts this Policy Statement in connection with the Oklahoma Open Records Act (ORA). This Policy will be posted at the WOWDB Office and with the appropriate county clerk.

In accordance with the policy of the State of Oklahoma to recognize and facilitate the public's right of access to and review of public records, the following regulations shall apply:

The WOWDB hereby states that all records of the WOWDB shall be open to any person for inspection and/or reproduction (electronic or hard copy) within two weeks of receipt of written request. All persons requesting the right to inspect non-confidential records of the WOWDB shall be accorded prompt and reasonable access to those records.

**Records Custodian**

The WOWDB hereby designates its WOWDB Executive Director/Staff as the Records Custodian. The WOWDB Executive Director/Staff, or if such person is not available during regular business hours, then the Board Chair, is authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

**Fees for Records and for Search for Records**

In no case shall a search fee be charged when the release of records 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.

The fees shall not be used for the purpose of discouraging requests for information or as obstacles to disclosure of requested information.

The following fees may be charged for physical records reproduction and/or any compensable search for records:

- Copies: 8 ½" x 14" (or smaller) - \$ .25 per page copied; \$1.00 per page for certified copy

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, the WOWDB may request a deposit, to be set by the Records Custodian, to be made at the time of the request. If the document(s) are to be mailed via postal service, the requestor must pay in advance the fee for mailing such item(s).

**Request for Records**

Requests for public records shall be made in writing (electronic or postal mail) to the attention of the WOWDB Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The WOWDB's Record Custodian shall produce

records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the WOWDB's business/operational needs.

An individual requesting public records, pursuant to the Act, is requested to use the following format to expedite the processing of the request.

1. Name of requestor
2. Postal address of requestor
3. Email address of requestor (if applicable)
4. Phone number of requestor
5. Name of WB document(s) requested
6. Include self-addressed stamped envelope (if requesting copies to be mailed via postal service)

The WOWDB's Record Custodian may, at their discretion and as appropriate, require additional identification to verify the identity of the person requesting the records. At their discretion, the WOWDB's Custodian may observe the inspection of the WOWDB records.

Requests for the inspection and copying of WOWDB records will be accommodated by the WOWDB's Record Custodian who is designated to release WOWDB records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Records shall only be available during the regular business hours of the WOWDB's Record Custodian's office.

### **Exempted Documents**

Public access to records shall be provided in accordance with applicable federal and state laws and regulations. The WOWDB 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. The Oklahoma Open Records Act, Sections 24A.1 through 24A.30 of this title, **does not apply to records specifically required by law to be kept confidential including:**
  - A. records protected by a state evidentiary privilege such as the attorney-client privilege, the work product immunity from discovery and the identity of informer privileges,
  - B. records of what transpired during meetings of a public body lawfully closed to the public such as executive sessions authorized under the Oklahoma Open Meeting Act,
  - C. personal information within driver records as defined by the Driver's Privacy Protection Act, 18 United States Code, Sections 2721 through 2725,
  - D. information in the files of the Board of Medicolegal Investigations obtained pursuant to Sections 940 and 941 of Title 63 of the Oklahoma Statutes that may be hearsay, preliminary unsubstantiated investigation-related findings, or confidential medical information, or
  - E. any test forms, question banks and answer keys developed for state licensure examinations, but specifically excluding test preparation materials or study guides;
2. All Social Security numbers included in a record may be confidential regardless of the person's status as a public employee or private individual and may be redacted or deleted prior to release of the record by the public body;
3. Any reasonably segregable portion of a record containing exempt material shall be provided after deletion of the exempt portions; provided however, the Department of Public Safety shall not be required to assemble for the requesting person specific information, in any format, from driving records relating to any person whose name and date of birth or whose driver license number is not furnished by the requesting person.