

RELEASE OF PUBLIC RECORDS

POLICY

It is the policy of the Tulsa Technology Center Board of Education to recognize and facilitate the public's right of access to and review of public records. The District is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, O.S. §§24 A.1. et.seq., and only to the extent that said act does not violate federal law.

The Chief Operations Officer shall be the District's Custodian of Public Records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school District. Additionally, the Custodian of Public Records may establish reasonable rules of procedure by which public records may be inspected.

The Custodian of Public Records shall charge a fee to recover the reasonable direct costs of copying District records. The Custodian of Public Records shall also charge a fee for the direct costs of searching for District records sought for solely commercial purposes or for searches that cause excessive disruption to the District's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the District are honestly, faithfully and competently performing their duties as public servants.

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel.

Reference: 51 O.S. §§ 24 A.1. et. seq.

20 U.S.C. 1232(g)

RELEASE OF PUBLIC RECORDS

PROCEDURES

Public access to District records shall be provided in accordance with applicable federal and state laws and regulations. The District 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.

Confidential Records Not Available for Inspection

As permitted by the Open Records Act, Tulsa 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, employment applications submitted by persons not hired, and transcripts from institutions of higher education. An employee of the District shall have a right of access to the employee's own personnel file.
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 State 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 by the Family Educational Rights and Privacy Act (FERPA), which includes:
 - the student's name;
 - address;
 - telephone listing;
 - electronic mail address;
 - date of birth;
 - field of study;
 - dates of attendance;
 - certificates;
 - student ID number when the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the users' identity, and
 - photographs

Parents and eligible students receive annual notification of rights and may exclude directory information from being released without prior written consent.

- 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 or social security number of any person employed or formerly employed by Tulsa Technology Center.
- 11. The home telephone number of any person employed or formerly employed by Tulsa Technology Center, where disclosure would constitute a clearly unwarranted invasion of personal privacy.
- 12. Confidential information concerning or related to threats or acts of terrorism including, but not limited to: plans for deterrence or prevention of terrorism; records or technology which identify District designs or functional schematics

involving facility layout, organization, system configurations, and security devices and monitoring capabilities; and other information as may be related to prevention of or response to terrorism.

Custodian of Public Records

The Board of Education hereby designates its Chief Operations Officer or if such person is not available during regular business hours, then its Administrative Assistant to the Superintendent as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Fees for Copies of Records and for Search for Records

The first ten pages of records reproduction shall be at no charge. The District shall charge \$.25 per page beginning with page eleven and including any amount of records reproduction in excess of ten pages.

When a request for public records would clearly cause excessive disruption of the District's essential functions or is solely for commercial purpose, the District will charge a fee of \$45.00 per hour to recover the direct cost of document search.

The referenced fees shall be posted in the office of the Chief Operations Officer and with the county clerk.

Tulsa 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 District shall charge the news media and others the direct cost of copying electronic data as stated above.

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, Tulsa Technology Center may request a deposit, to be set by the Custodian of Public Records, to be made at the time of the request.

Requests for Records

An individual requesting public records pursuant to the Act will be requested to use the Tulsa Technology Center Request Form to expedite the processing of the request.

Requests for public records shall be made to the attention of the Custodian of Public Records. The requests shall identify specifically the record or records sought. If 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. Tulsa Technology Center shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of District business.

Records shall only be available during the regular business hours of the District's administration building.

Appeal or Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Superintendent of Tulsa Technology Center.

**PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

TO: Custodian of Records

Request Number: _____
Tulsa Technology Center
P.O. Box 477200
Tulsa, OK 74147

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records: (Describe the records as specifically as possible; attach additional sheets if necessary. **Please indicate if copies of the record(s) are needed.**)

2. If copies of the documents are requested, the undersigned agrees to pay \$0.25 per page for copies (there will be no charge for the first ten pages). If a search is necessary to furnish the documents or if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay search fee of \$45.00 per hour.

3. The undersigned is acting as representative for _____

To Be Completed by Requestor:

(Print Name)

(Signature)

(Address)

(Phone Number)

(Date)

To Be Completed By School District:

Request Received by Tulsa Technology

(Employee Name)

(Date)

_____ Approved (request is for non-exempt records)

_____ Disapproved (request is for exempt records)