



## **306 POLICY - Open Records Act**

### **306.1 Statement of Policy**

Redlands Community College is subject to the Oklahoma Open Records Act, which requires that certain records be open to any person for inspection, copying, and/or mechanical reproduction during regular business hours. The College shall provide access to those records which are required to be made available to the public under the Act and shall deny access to those records which are exempt from public disclosure under the Act or other applicable law.

The College will provide prompt, reasonable access to those records which are requested in accordance with the Act and with procedures established by the College to protect the integrity and organization of its records and to prevent excessive disruption of the College's essential functions. The College may charge fees for copying or reproducing records and for document searches, as authorized in the Act. Guidelines for requesting records are published in the Procedures section of the Policies and Procedures Manual.

### **306.2 Exempt Records**

Some records of the College are exempt from the disclosure requirements of the Act, such as certain personnel records, certain personal notes and personally created materials of public officials, litigation files and investigative reports, records required by federal law to be kept confidential, certain educational records and materials, and certain research materials. Records which are exempt from public disclosure under the Act or other applicable law will not be made available by the College for public inspection and/or copying.

Adopted June 1996  
Revised December 2010



## 306 PROCEDURE - Open Records Act

### **306.1:1 Procedure for Open Records Act Requests**

Requests for records under the Open Records Act may be submitted by one of the following:

1. In writing electronically via our electronic request form available at <https://www.redlandsc.edu/about/institutional-compliance/open-records.php>, or
2. Via email to [external.affairs@redlandsc.edu](mailto:external.affairs@redlandsc.edu), or
3. Via letter sent to:  
Redlands Community College  
Attention: Office of External Affairs  
1300 South Country Club Road  
El Reno, OK 73036-5304

All requests must identify the records sought with specificity. Requestors who do not submit requests with enough specificity may be contacted to provide additional information that may be needed to clarify or complete the request. Requests for which Redlands Community College needs that clarification must be responded to within thirty (30) days of the date that the clarification was requested; the request of requestors who do not respond within 30 days from the clarification request will be closed, and the requestor will need to resubmit the request. If fees will be charged, the initial response to the request may consist of an estimate of the fees and of the time necessary to provide the requested records. Reasonable deposits may be required in advance. Requestors will be asked to confirm their acceptance of any fees charged, with the understanding that the information will not be provided until payment is processed and has cleared. The thirty (30) days rule will be applied regarding additional fees, and requestors should reply with the acceptance or denial of the fees to be charged or find the request cancelled and must be resubmitted.

### **306.1:2 Fees**

Fees authorized by the Act may be charged for the costs of copying or reproducing records and for document searches. The fees charged are listed on the website at <https://www.redlandsc.edu/about/institutional-compliance/open-records.php>.



If the request for records is solely for a commercial purpose or would cause excessive disruption of the College's essential functions, a reasonable search fee may be charged in addition to the per page copying fee. The additional fee for such requests will be based on the hourly pay rate for the person(s) involved in gathering the information requested.

No search fee shall be charged when the release of the requested records is in the public interest, including 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.

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