



## **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 must be submitted to the Office of the Director of Public Communications and Marketing and must identify the records sought with specificity. Requests should be submitted in written form. 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.

### **306.1:2 Fees**

Fees authorized by the Act may be charged for the costs of copying or reproducing records and for document searches. For pages having dimensions of 8 ½ in. x 14 in. or less, a fee of twenty-five cents (\$0.25) per page may be charged. If certified copies are requested, a total fee of One Dollar (\$1.00) per page may be charged.

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. 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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