OPEN RECORDS REQUESTS

It is the policy of the Hulbert 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, Oklahoma Statutes, Section 24 A.I.

The Superintendent Admin Assistant 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 superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent 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. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The school district may require advance payment of estimated fees when the estimated cost exceeds Seventy-five Dollars ($75.00) or if the requestor has outstanding fees from previous requests

The fee schedule for searching for and copying of district records shall be as follows:

Copies:		Research:
8 1/2" X 11" or		$25 per hour
8 ½” x 14”	$.25 per copy	
11” x 17” ledger	$.50 per copy	
Certified copy	$1.00 per page	

The written schedule of fees is posted at the central office and is on file with the county clerk. All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district’s website to comply with the obligation of providing prompt, reasonable access to records._

A requestor must complete a records request form which describes the records that are being requested with reasonable specificity. If the request is not specific, clarification must be provided. To have reasonable specificity, a request must:

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.

School personnel may seek additional information from the requestor to fulfill the request and to identify the records sought by the requestor. The request may be denied if it is still not reasonably specific in accordance with state law or if the information that is requested is protected by state or federal law. Any

request denied on the basis that a record is not a public record shall include the statutory reference of the law which provides that the information is confidential.

OPEN RECORDS REQUESTS (CON'T)

REFERENCE: 51 O.S. §24 A.l, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.