UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-LEG-26 Minor Revision 5 Status: C
Title:	Open Records Policy
Description:	Explanation of what records are and are not accessible to the public and how to retrieve accessible records
Category:	Legal Services
Applies to:	Staff,Faculty,Student
Contact:	Office of Legal Counsel

Purpose: As an entity of state government, the University of Central Oklahoma welcomes the public's right to know and be informed about certain operations of the University. The University is committed to protecting that basic right and upholding the state's Open Records Act. The following details UCO's policy for fulfilling the public's right of accessibility, review, and copying of records relating to business operations.

Policy Statement: In promoting openness in its operations, UCO also has a legal responsibility to deny public access to certain records. Records that are confidential and sealed to public accessibility include proprietary information, information which is privileged and non-discoverable, and information that is of private interest to individuals, or other information restricted by state or federal statutes. Records in these restricted categories include, but are not limited to, the following:

A. Teacher lesson plans, tests, and other teaching material
B. Individual student records
C. Personal communications about individual students
D. Material gathered in anticipation or preparation for trial or adversarial administrative proceedings
E. Records protected under law, such as attorney-client and physician-patient
F. Records of meetings that occurred during lawfully closed meetings as authorized under the Oklahoma Open Meeting Act
G. Personnel records of individuals relating to internal personnel management considerations and including examination and selection material for employment, hiring, appointment, promotion, performance evaluations, discipline, resignation or retirement
H. Personnel records that would constitute an invasion of personal privacy. This category includes employee evaluations, payroll deductions, and employment applications submitted by persons not hired
I. Contents of sealed bids prior to date established for public opening
J. Computer software and programs
K. Donor records
L. Records controlled by confidentiality agreements
M. Proprietary records, such as patents, copyrights, trade secrets, and competitive athletic program information and data

Requests will be processed and handled in compliance with the State of Oklahoma Open Records Act, Title 51 O.S. Section 24A.1 et seq.

The format of the information being supplied will be determined by UCO to be the most appropriate and least disruptive to the functions of the unit(s) providing the information.

PROCEDURES

Requests for copying and document review are to be made to the Office of University Relations during normal business hours. A request form will be provided by that office. The Office of University Relations will coordinate with the appropriate unit(s) to fulfill the request. The requests

will be referred to the Office of Legal Counsel for review.

UCO charges a fee for the direct cost of copying. Any request for materials that will be used solely for commercial purposes, or those requests that will cause excessive disruption of work will be charged at a rate to recover the direct costs of document search plus copying costs. Records sought by news media for news purposes shall not constitute a commercial purpose for recovery of direct costs of document search.

Fees for copying and document search shall be established by University Relations and posted on their website.

Glossary of Terms:	
Legal Citation:	Title 51 O.S. Section 24A.1 et seq.
Campus Links:	
FAQs:	
Formerly known as:	
Approved on:	04/30/2009
Effective date:	05/01/2009
Keyword(s):	open, records, policy, public, access
Last review date:	09/02/2011
Date posted:	May 11 2009 12:23PM
Modified By:	
Date Modified:	Sep 2 2011 1:34PM