

# Oklahoma State University Policy and Procedures

**OPEN RECORDS**

**1-0130  
GENERAL UNIVERSITY  
April 2007**

## GENERAL STATEMENT

1.01 As a state agency, Oklahoma State University 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 Oklahoma State University's policy for fulfilling the public's right of accessibility, review, and copying of records relating to business operations.

## POLICY

2.01 In promoting openness in its operations, Oklahoma State University 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

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

## PROCEDURES

3.01 Requests for copying and document review are to be made to the office of the Director of Communications, 413 Whitehurst, during normal business hours. Phone 405-744-6260. A request form will be provided by that office. The office of the Director of Communications will coordinate with the appropriate unit(s) to fulfill the request. Some requests may be referred to the Office of Legal Counsel, Board of Regents for Oklahoma State University for advice on accessibility.

3.02 Oklahoma State University 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.

3.03 Fees for copying and excessive document search are set out on a schedule displayed on the Public Notice Board in the Purchasing Department at 1224 N. Boomer in Stillwater, Oklahoma.

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