



Open Records Policy

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Approved: Dana Webb, Deputy Director	Approval Date: 02/01/2022

Policy

It is the policy of the Office of Management and Enterprise Services for all employees to fully comply with all facets of the State of Oklahoma's Open Records Act found at 51 O.S. §§ 24A.1 *et seq.*

Implementation

All division administrators and employees shall expeditiously forward all requests for OMES records to the online [OMES Open Records Request Form](#) for submission.

OMES Legislative and Public Affairs designees coordinate assignment of each request to corresponding division(s) and track status of requests agencywide.

Division administrators and/or their designees are responsible for gathering all responsive records under OMES authority and ownership.

Confidential information must be redacted or excluded prior to public release and it is the responsibility of the division providing records to evaluate confidentiality. OMES General Counsel is available, as needed, to assist in verifying confidential and non-responsive materials per state and federal statutes.

OMES General Counsel and the Legislative and Public Affairs designees shall be consulted if it is anticipated an Open Records request will clearly cause disruption of essential agency functions, will take longer than one month to fulfill, or if there is a question about whether certain records or information are exempt from the *Open Records Act*.

- External communications for completion of non-media requests are a collective effort between division designees and the OMES Legislative and Public Affairs designees.
 - orr@omes.ok.gov is copied on communications for processing each request.
- The Legislative and Public Affairs director and Public Information manager exclusively handle all external communications concerning media inquiries and open records requests for all divisions of the agency.

Division administrators and/or OMES General Counsel shall keep the director of Legislative and Public Affairs informed of pertinent Open Records requests.

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All charges or fees for public records shall be in compliance with the *Open Records Act*.

All non-media and/or commercial requests are subject to be charged a fee consistent with the OMES Open Records Fee Schedule. The direct costs of the record search fee are in accordance with the following methodology:

All searches have the potential to be billed at the rate of \$40.00 per documented hour.