

# Title 260. Office of Management and Enterprise Services

## CHAPTER 1. ADMINISTRATIVE OPERATIONS

[Authority: 75 O.S. § 302

[Source: Codified 9-11-06]

### 260:1-1-1. Purpose

- (a) The Office of Management and Enterprise Services (also referred to as OMES) is created by Section 34.3 of Title 62 of the Oklahoma Statutes.
- (b) The primary statutory powers and duties of OMES are set forth in Section 34.2 et seq of Title 62 of the Oklahoma Statutes.
- (c) The principal office of the Office of Management and Enterprise Services is located in the State Capitol, 2300 N Lincoln Boulevard, Suite 122, Oklahoma City, Oklahoma.
- (d) Office hours are from 8:00 a.m. to 5:00 p.m. each day, except Saturday and Sunday, and any legal holiday established by statute or proclamation of the Governor.

[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)<sup>1</sup>; Added at 23 Ok Reg 3211, eff 9-11-06; Amended at 30 Ok Reg 1111, eff 7-1-13]

*EDITOR'S NOTE: <sup>1</sup>This emergency action expired before being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the text of the Section is no longer effective. Therefore, on 7-15-06 (after the 7-14-06 expiration of the emergency action), the text of Section 260:1-1-1 was no longer effective, and remained as such until added by permanent action on 9-11-06.*

### 260:1-1-2. Chief administrative officer

- (a) The Director of the Office of Management and Enterprise Services is the chief administrative officer of the Office of Management and Enterprise Services and is responsible for providing the overall direction necessary for the agency to attain its mission as established by statute or administrative rule.
- (b) The Director of the Office of Management and Enterprise Services is appointed by the Governor, by and with the consent of the Senate, and serves at the pleasure of the Governor (62 O.S. § Section 34.5).

[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)<sup>1</sup>; Added at 23 Ok Reg 3211, eff 9-11-06; Amended at 30 Ok Reg 1111, eff 7-1-13]

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### 260:1-1-3. Availability of records

- (a) Records in the custody of OMES, except those documents specifically excluded by law, shall be available to the public as provided by the Open Records Act. Documents will be available to the public for inspection during regular office hours.
- (b) Persons wishing to view records of OMES shall register their name, address and telephone number before documents are viewed. The registrant shall state whether the documents are being viewed for a personal, business or commercial reason and shall list the documents desired for viewing.
- (c) No original records shall be removed from OMES.
- (d) Persons wishing to photocopy documents in the custody of OMES may do so in accordance with the Open Records Act. A charge for copies may be made in accordance with the Open Records Act and administrative rules of OMES.

[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)<sup>1</sup>; Added at 23 Ok Reg 3211, eff 9-11-06; Amended at 30 Ok Reg 1111, eff 7-1-13]

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#### **260:1-1-4. Organization of the Office of Management and Enterprise Services**

The Office of Management and Enterprise Services is organized to include the following Divisions: Central Purchasing, Division of Budget, Policy and Communications, Division of Capital Assets Management (DCAM), Division of Central Accounting and Reporting, Employees Group Insurance Division (EGID), Human Capital Management (HCM), and Information Services Division (ISD).

[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)<sup>1</sup>; Added at 23 Ok Reg 3211, eff 9-11-06; Amended at 30 Ok Reg 1111, eff 7-1-13]

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#### **260:1-1-5. Appeals**

Any decision of the Office of Management and Enterprise Services may be appealed in accordance with the Oklahoma Administrative Procedures Act. Appeals must be submitted in writing to the Director of the Office of Management and Enterprise Services at the principal office of the Office of Management and Enterprise Services within ten (10) days of notification of decision.

[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)<sup>1</sup>; Added at 23 Ok Reg 3211, eff 9-11-06; Amended at 30 Ok Reg 1111, eff 7-1-13]

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