

OPEN RECORDS ACT

It is the policy of the Gore 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.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

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

<p>Copies: 8 1/2" X 11" or 8 1/2" x 14" 11" x 17" ledger Certified copy Color Copy Notary Fee</p>	<p>Research: \$25.00 per hour minimum recovery fee will be charged for staff time and effort for research, locating, and producing requested documents. This wil include records requests by any entity or non custodial parent of any personal records and Electronic transmissions of documents. Mailings: Postage, mailer, and per copy fee. For profit entity request shall be billed at the entity’s current hourly billing rate of service. \$1.00 per copy-Greyscale \$1.50 per copy Greyscale \$1.00 per copy Greyscale \$2.50 per copy \$5.00 per document</p>
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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 OPEN classified records available online at the school district’s website ~~the Internet~~ to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.1, 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.