

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**Open Records Requests**

**1-024  
ADMINISTRATIVE  
February 2013**

GENERAL STATEMENT

1.01 As a state agency, OSU Institute of Technology (OSUIT) 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 OSUIT'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, OSUIT 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. Faculty 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 (e.g., patents, copyrights, trade secrets)

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- 2.02 The format of the information being supplied will be determined by OSUIT 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 Executive Vice President during normal business hours. An Open Records Request form will be provided by that office. The Office of the Executive Vice President 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 OSUIT 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 programming or 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 Human Resources Office. Fees may be reduced or waived at the discretion of the Executive Vice President.