



## Pioneer Library System Policies

# OKLAHOMA OPEN RECORDS ACT

### I Policy

The Pioneer Library System complies with the Oklahoma Open Records Act. The purpose of this Act is to allow persons to examine the Records of the Library within the exceptions permitted by law and following procedures established by the Library Board of Trustees.

### A Definitions

“Record” means all documents created by, received by, under the authority of, or coming into the custody, control or possession of the Pioneer Library System.

“Public official” means any official or employee of the Pioneer Library System.

“Record Custodian” is the library employee designated to provide access to records, copy as requested and receive fees.

### B Exceptions

- 1 Library users’ records are specifically exempted by the Section 1-105 of Title 65k Oklahoma Statutes.
- 2 Personnel records may be kept confidential: which relate to internal personnel investigation including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the library.

Note: All personnel records not specifically falling within the exceptions are available for public inspection and copying.

- 3 Purchasing records may be kept confidential if disclosure would give an unfair advantage to competitors or bidders.
- 4 Gifts or donations where anonymity is a condition of the donation.
- 5 Personal communications received at the library may be kept confidential except for the fact that a communication has been received and that it is or is not a complaint. A written response to this personal communication may be kept confidential only to the extent necessary to protect the identity of the other person.



## Pioneer Library System Policies

### **C Inspection and Copying**

Providing access to public records and the fee involved in the copying or mechanical reproduction of them are fully described in the Open Records Act Procedure and the Fee Schedule.

### **II Procedure**

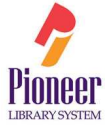
#### **A General**

It is the purpose of this procedure to establish reasonable access to the records of the Pioneer Library System subject to the release under the Oklahoma Records Act, to protect the integrity and organization of library records, and to help prevent disruption of the library's essential functions.

The Record Custodian shall be the Library Business Manager, Pioneer Library System, 225 North Webster, Norman, Oklahoma 73069-7133.

The following procedures will be followed for the inspection and copying of open public records:

- 1 Consistent with the policy, duties and procedures established by the Oklahoma Open Records Act; the Record Custodian will provide full access and assistance in a timely and efficient manner to persons who request access to open public records.
- 2 The Record Custodian will protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied.
- 3 The Record Custodian will seek to provide records at the earliest possible time.
- 4 All inspections and copying of open public records will be performed by, or under the supervision of, the Records Custodian.
- 5 All persons requesting the inspection of or copying of open public records will complete a written request (Open Records Request) before the request will be honored.
- 6 All Open Records Request forms must be completed by the person requesting the record.
- 7 In instances where the requester cannot provide sufficient information to identify a record, the Record Custodian will assist in making such identification.



## Pioneer Library System Policies

- 8 Any fees involved in the copying of records are due at the time the copies are provided to the requesting party.
- 9 The fee per page of records will be established and adjusted from time to time in accordance with and equal to the fee per copy of the copying machines available to the general public in the library.
- 10 Hours for accepting requests for inspection or copying will be all regular working hours for each day the office maintains regular office hours.
- 11 Removal of open public records from the office where kept and maintained, for purposes of inspection and/or the copying, will not be permitted.
- 12 If the Record Custodian denies the inspection and/or the copying of any record, such denial is to be stated on the request form along with the reason for the denial.
- 13 A copy of each request will be retained for reasonable period of time. All requests will be subject to the Open Records Act and available for public inspection and/or copying

### **B Customer Lists**

While library users' records are specifically exempted by the Section 1-105 of Title 65, Oklahoma Statutes, an interpretation rendered by the Attorney General for the State of Oklahoma indicates that only use records are exempt from the Open Records Act. Accordingly, customer listings which include name and address information are available for the cost of extracting the information in a format suitable for use.

### **C Electronic Records**

Electronic records of the Pioneer Library System follow the same procedures and guidelines as records produced in other hardcopy formats. Email produced and received by staff of the Pioneer Library System, in the course of doing business, fall under the guidelines of the Open Records Act. Following additional interpretations given by the Attorney General, staff members will preserve emails sent in the course of doing business for as long as needed for reference purposes but, in any case, for a minimum of 3 months.

Reaffirmed 9-29-2009  
PLS Board Approved 7/30/2002



# Pioneer Library System Policies

## OPEN RECORDS REQUEST Pioneer Library System

Instructions for use of this form:

This form is to be used when a person asks to see and/or copy records of the library system subject to the Oklahoma Open Records Act which are not a part of the library's general or special collection holdings.

Requester's Name: \_\_\_\_\_  
(please print)

Requester's Address: \_\_\_\_\_  
(please print number, street, city, state, zip)

Requester's Telephone: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Description of Document Requested: \_\_\_\_\_

Is a copy desired? Yes No (circle one) Note: A fee is charged for copying.

Requester's Signature: \_\_\_\_\_

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(to be completed by the Record Custodian)

Request filled by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid (amount): \_\_\_\_\_ (This form serves as a receipt.)

If a request is denied or withdrawn, state reason(s) for denying or withdrawing the request.  
\_\_\_\_\_

Reaffirmed 9-29-2009  
PLS Board Approved 7/30/2002