

OPEN RECORDS REQUEST – POLICY AND PROCEDURES

NORTHERN OKLAHOMA COLLEGE

GENERAL STATEMENT

As a state agency, Northern Oklahoma College is subject to the Open Records Act. This law is set out in Title 51, Section 24 of the Oklahoma State Statutes. Northern welcomes the public's right to know and be informed about certain operations of the College. The College is committed to protecting that basic right and upholding the state's Open Records Act. The following details Northern Oklahoma College's policy for fulfilling the public's right of accessibility, review, and copying of records relating to business operations.

POLICY

In promoting openness in its operations, Northern Oklahoma College 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. Teacher 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.

The format of the information being supplied will be determined by Northern Oklahoma College to be the most appropriate and least disruptive to the functions of the unit(s) providing the information.

*If kept, statistical information not identified with a particular student and directory information shall be open for inspection and copying. The items below are designated as directory information and may be released for any student for any purpose at the discretion of Northern Oklahoma College unless a written request for non-disclosure is on file:

- Category I: Student, address, telephone listing, dates of attendance, classification, NOC email
- Category II: Most recent previous institution(s) attended, major field of study, awards, honors, degree(s) conferred
- Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth.

PROCEDURES

Requests for copying and document review are to be made to the office of the Vice President for Development and Community Relations, Northern Oklahoma College, Vineyard Library Administration Building, 1220 East Grand Avenue, Rm. 107B, Tonkawa, OK 74653-0310 during regular business hours. The office of the Vice President for Development and Community Relations will coordinate with the College President and other appropriate unit(s) to fulfill the request. Some requests may be referred to legal counsel for advice on accessibility.

Northern Oklahoma College 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 document search plus copying costs.

Fees for copying and excessive document search are set out on a schedule displayed on the Public Notice Board in the Financial Affairs Department at 1220 East Grand Avenue in Tonkawa, Oklahoma as well as under the compliance section of the NOC Website.

*Approved, NOC Board of Regents Meeting
10.25.2011*

*Amendments Approved, NOC Board of Regents Meeting
11.23.2015*

*Amendments Approved, NOC Board of Regents Meeting
9.19.2016*