

<b>Millwood Public Schools</b> <b>6724 Martin L. King</b> <b>Oklahoma City, OK 73111</b>	<b>Regulation B-21-R1</b> <b>Effective: 11/6/00</b>
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### **Public Access to School District Records**

Requests to review and/or copy District records will be handled in the following manner:

1. All requests to review and copy District records shall be submitted to the Executive Assistant to the Superintendent.
2. That person will then review requests, where appropriate, with legal counsel to ensure that the District can legally provide the requested information.
3. The Executive Assistant to the Superintendent will ascertain which administrator is the custodian of the records requested. The request will be sent to that person and his/her staff will either copy the requested materials and/or provide access to the materials;
4. Copies of the records and/or information regarding access to the records will be given to the Executive Assistant to the Superintendent who will provide a written response to the person who generated the request for the records; and
5. All request for information shall be provided within a reasonable time to be decided by the Executive Assistant to the Superintendent and the administrator who supervises the division where such records are located.

### **Search and Copy Fees**

A copy fee will be charged for the location and reproduction of school district records.

clearly cause excessive disruption of the District's essential functions, a search fee will also be charged.

A search fee will not be charged when the release of the requested records is in the public interest (e.g. release to media, schools authors and taxpayers).

The following fees will be charged:

Printed Copy (8 ½ x 11)	25¢ per copy	(Labor and Material)
Printed Copy (8 ½ x 14)	25¢ per copy	(Labor and Material)
Printed Copy (8 ½ x 17)	50¢ per copy	(Labor and Material)
Computer Printouts	25¢ per page	(Labor and Material)
Photographs	Actual Commercial Cost	
Audio Cassettes		
45 minute	\$4.00 per cassette	
90 minute	\$6.00 per cassette	
Transcripts and Affidavits of Student Information	\$2.00 per page	(Labor and Material)
Student Directory Listing	\$ .50 per page	(Labor and Material)
Search Fee	Based upon actual hourly wage rate of employee involved in search	

Computer tapes, disks, records, film recording, and all other materials not specifically noted here will be subject to a copying fee based on the actual cost of copying (labor and materials) which include the expense of paper, electricity, and service charge. A statement or form listing all fees is to be posted in the areas designated for search and copy, and copy of same filed in the Office of the Oklahoma County Clerk. (All fees are to be deposited in the district's general fund.)

### **Confidential Records**

Some district records are confidential and therefore exempt from search and copy. Exempt records are:

- A. Records and/or materials prepared in anticipation of litigation;

- B. Records and/or materials protected by a state evidentiary privilege - the attorney-client privilege;
- C. Records reflecting what transpired during an executive session of a Board meeting;
- D. Personnel records which relate to internal investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation, and/or when disclosure would constitute an invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by those not hired by the district and transcripts from institutions of higher education maintained in the personnel files of certified public school employees;
- E. Records on student academic materials; tuition, teacher lesson plans, testing records, teaching material and personal communications with individual students;
- F. Personal notes and personally-created materials under the circumstances authorized by law;
- G. Records on competitive bids under the circumstances authorized by law; and
- H. Records donated as archives and museum materials under the circumstances authorized by law.