



**OKLAHOMA
DEPARTMENT
OF
CENTRAL SERVICES**

ADMINISTRATION

**ADMINISTRATIVE RULES
OAC 580:1**

July 2006

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**TITLE 580. DEPARTMENT OF CENTRAL SERVICES
CHAPTER 1. ADMINISTRATIVE OPERATIONS**

Section

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580:1-1-1. Purpose

- (a) The Department of Central Services (also referred to as DCS) is created by Section 61.2 of Title 74 of the Oklahoma Statutes and is the successor to the Office of Public Affairs and the State Board of Public Affairs.
- (b) The primary statutory powers and duties of DCS are set forth in Section 1 et seq of Title 61 and Section 61 et seq. of Title 74 of the Oklahoma Statutes.
- (c) The principal office of the Department of Central Services is located in the Will Rogers Office Building, 2401 N. Lincoln Blvd., Suite 206, Oklahoma City, Oklahoma.
- (d) Office hours are from 8:00 a.m. to 5:00 p.m. each day, except Saturday and Sunday, and any legal holiday established by statute or proclamation of the Governor.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]

580:1-1-2. Chief administrative officer

- (a) The Director of the Department of Central Services, also known as the Director of Central Services, is the chief administrative officer of the Department of Central Services and is responsible for providing the overall direction necessary for the agency to attain its mission as established by statute or administrative rule.
- (b) The Director of Central Services is appointed by the Governor by and with the consent of the Senate and serves at the pleasure of the Governor (74 O.S., Section 61.1).

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]

580:1-1-3. Availability of records

- (a) Records in the custody of DCS, except those documents specifically excluded by law, shall be available to the public as provided by the Open Records Act. Documents will be available to the public for inspection during regular office hours.
- (b) Persons wishing to view records of DCS shall register their name, address and telephone number before documents are viewed. The registrant shall state whether the documents are being viewed for a personal, business or commercial reason and shall list the documents desired for viewing.
- (c) No original records shall be removed from the DCS.
- (d) Persons wishing to photocopy documents in the custody of the DCS may do so in accordance with the Open Records Act. A charge for copies may be made in accordance with the Open Records Act and administrative rules of the DCS.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]

580:1-1-4. Organization of the Department of Central Services

(a) The Department of Central Services is organized to include the following functions: Administration, Asbestos Abatement, Building Management (also referred to as Facilities Services), Central Printing, Central Purchasing, Construction and Properties, Fleet Management, Interagency Mail, Property Distribution, and Risk Management.

(b) The Department of Central Services also administratively supports, the Capitol-Medical Center Improvement and Zoning Commission, the Public Employees Relations Board, the Oklahoma Capitol Improvement Authority, and the State Capitol Preservation Commission.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]

580:1-1-5. Appeals

Any decision of the Department of Central Services may be appealed in accordance with the Oklahoma Administrative Procedures Act. Appeals must be submitted in writing to the General Counsel, at the principal office of the Department of Central Services within ten days of notification of decision.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]