



I. OPEN RECORDS POLICY STATEMENT

It is the policy of the Office of Management and Enterprise Services (OMES) and its divisions to fully comply with all facets of the State's Open Records Act found at 51 O.S. §§ 24A.1 – 24 A.29.

II. PROCEDURES

The OMES Public Information Officer and Director of Public Affairs shall handle all news media inquiries and related Open Records requests for all divisions of the agency. Administrators and employees shall expeditiously forward all such requests to those two officials. When possible, records provided in response to news media inquiries should be delivered electronically by the PIO or Director of Public Affairs. Non-media Open Records requests will be handled by division administrators and/or their designees, working with legal counsel when appropriate. The Director of Budget, Policy and Communications, the PIO, and the Director of Public Affairs shall be notified when a non-media Open Records request is filed and when it is fulfilled. At least one designee shall be available during regular business hours at OMES divisions for inspection, copying, or mechanical reproduction of records pursuant to Open Records requests. The PIO, Director of Public Affairs or the Director of Budget, Policy and Communications shall keep the Director informed of pertinent Open Records requests. All charges or fees for public records shall be in compliance with the state's Open Records Act. OMES Legal and the Director of Budget, Policy and Communications shall be consulted if it is anticipated an Open Records request will clearly cause disruption of essential agency functions, will take longer than one month to fulfill, or if there is a question about whether certain records are exempt from the Open Records Act. All divisions may ask that Open Records requests be put in writing.

A handwritten signature in black ink, appearing to read "Preston L. Doerflinger", written over a horizontal line.

2.13.2013

Preston L. Doerflinger, Director
Office of Management and Enterprise Services

Date