



Green Country Workforce Development Board

Request for Records Policy

IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call Tamara Peachey at (918) 316-6519 for assistance in the translation and understanding of the information in this document.

Telephone Relay Service is available by dialing 711 or (800) 722-0353

The Green Country Workforce Development Board (GCWDB) is the policy and guidance board for the Workforce Oklahoma system in Oklahoma. We are business leaders with a commitment to lead a highly skilled, productive workforce in our 18-county area.

The Green Country Workforce Development Board (GCWDB) complies with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.

GCWDB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Green Country Workforce Development Boards Innovation and Opportunity Act Title I program funding statement can be found at

[EO & FUNDING PAGE – Green Country Workforce Development Board](https://www.greencountryworks.org/)
<https://www.greencountryworks.org/>

The Green Country Workforce Development Board (GCWDB) adopts this Policy Statement in connection with the Oklahoma Open Records Act (ORA). This Policy will be posted at the GCWDB Office and with the appropriate county clerk.

In accordance with the policy of the State of Oklahoma to recognize and facilitate the public's right of access to and review of public records, the following regulations shall apply:

The GCWDB hereby states that all records of the GCWDB shall be open to any person for inspection and/or reproduction (electronic or hard copy) within two weeks of receipt of written request. All persons requesting the right to inspect non-confidential records of the GCWDB shall be accorded prompt and reasonable access to those records.

Records Custodian

The GCWDB hereby designates its GCWDB Executive Director/Staff as the Records Custodian. The GCWDB Executive Director/Staff, or if such person is not available during regular business hours, then the Board Chair, is authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Fees for Records and for Search for Records

In no case shall a search fee be charged when the release of records is in the public interest, including, but not limited to, release to the news media, scholars, authors, and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

The fees shall not be used for the purpose of discouraging requests for information or as obstacles to disclosure of requested information.

The following fees may be charged for physical records reproduction and/or any compensable search for records:

- Copies: 8 ½" x 14" (or smaller) - \$.25 per page copied; \$1.00 per page for certified copy

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor at the time documents requested are to be picked up. In the event of a large records request, the GCWDB may request a deposit, to be set by the Records Custodian, to be made at the time of the request. If the document(s) are to be mailed via postal service, the requestor must pay in advance the fee for mailing such item(s).

Request for Records

Requests for public records shall be made in writing (electronic or postal mail) to the attention of the GCWDB Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The GCWDB's Record Custodian shall produce

records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the GCWDB's business/operational needs.

An individual requesting public records, pursuant to the Act, is requested to use the following format to expedite the processing of the request.

1. Name of requestor
2. Postal address of requestor
3. Email address of requestor (if applicable)
4. Phone number of requestor
5. Name of WB document(s) requested
6. Include self-addressed stamped envelope (if requesting copies to be mailed via postal service)

The GCWDB's Record Custodian may, at their discretion and as appropriate, require additional identification to verify the identity of the person requesting the records. At their discretion, the GCWDB's Custodian may observe the inspection of the GCWDB records.

Requests for the inspection and copying of GCWDB records will be accommodated by the GCWDB's Record Custodian who is designated to release GCWDB records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Records shall only be available during the regular business hours of the GCWDB's Record Custodian's office.

Exempted Documents

Public access to records shall be provided in accordance with applicable federal and state laws and regulations. The GCWDB shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. The Oklahoma Open Records Act, Sections 24A.1 through 24A.30 of this title, **does not apply to records specifically required by law to be kept confidential including:**
 - A. records protected by a state evidentiary privilege such as the attorney-client privilege, the work product immunity from discovery and the identity of informer privileges,
 - B. records of what transpired during meetings of a public body lawfully closed to the public such as executive sessions authorized under the Oklahoma Open Meeting Act,
 - C. personal information within driver records as defined by the Driver's Privacy Protection Act, 18 United States Code, Sections 2721 through 2725,
 - D. information in the files of the Board of Medicolegal Investigations obtained pursuant to Sections 940 and 941 of Title 63 of the Oklahoma Statutes that may be hearsay, preliminary unsubstantiated investigation-related findings, or confidential medical information, or
 - E. any test forms, question banks and answer keys developed for state licensure examinations, but specifically excluding test preparation materials or study guides;
2. All Social Security numbers included in a record may be confidential regardless of the person's status as a public employee or private individual and may be redacted or deleted prior to release of the record by the public body;
3. Any reasonably segregable portion of a record containing exempt material shall be provided after deletion of the exempt portions; provided however, the Department of Public Safety shall not be required to assemble for the requesting person specific information, in any format, from driving records relating to any person whose name and date of birth or whose driver license number is not furnished by the requesting person.