



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

1222 10th Street, Suite 115, Woodward, OK 73801

Workforce Innovation and Opportunity Act

Request for Records Policy

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub-recipients /Subgrantees must comply 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, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.



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"Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities."

Purpose

The purpose of this policy is to facilitate the public's right of access and review of government records in accordance with The Oklahoma Open Records Act is codified in 51 O.S. §24A.1 through 24A.30

Effective Date

WOWDB Approval 01.19.2023

*** This document shall supersede and replace all prior versions and understandings, oral or written, of the Request for Records Policy.**

NOTE: All WOWDB Policies and attachments are available for download at:

<https://wowdb.org/about-us/policies/>

Authority

The authority for this policy derives from Section 107(e) of the federal Workforce Innovation and Opportunity Act of 2014 (WIOA) which requires all workforce investment boards to comply with the "Sunshine Provision" of WIA:

"(e) Sunshine Provision – The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop-operators, and the award of grants to eligible providers of youth activities, and on request, minutes of formal meetings of the local board."

Request for Records Policy

The Western Oklahoma Workforce Development Board (WOWDB) adopts this Policy Statement in connection with the Oklahoma Open Records Act (ORA). This Policy will be posted at the WOWDB 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 WOWDB hereby states that all records of the WOWDB 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 WOWDB shall be accorded prompt and reasonable access to those records.

Records Custodian

The Western Oklahoma Workforce Development Board hereby designates its WOWDB Executive Director/Staff as the Records Custodian. The WOWDB Executive Director/Staff is responsible for keeping such public records available and open for public inspection for proper and reasonable purposes, during all business hours of the day; provided, however, the provisions of this section shall not apply to any records which are required by law to be kept secret or confidential.

The WOWDB Chief Executive Officer is hereby authorized to establish reasonable procedures to:

1. Provide prompt, reasonable access to the WOWDB records during regular business hours; and
2. Protect the integrity and organization of its records and to prevent excessive disruptions of its essential functions. (Reference: Oklahoma Open Records Act, 24A.5.5)

Fees for Records and for Search for Records

Pursuant to the Open Records Act: "A public body may charge a fee...for recovery of the reasonable, direct costs of record copying, or mechanical reproduction."

"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 WOWDB 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 WOWDB 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 WOWDB Record Custodian shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the WOWDB 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 WOWDB 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 WOWDB Custodian may observe the inspection of the WOWDB records.

Requests for the inspection and copying of WOWDB records will be accommodated by the WOWDB Record Custodian who is designated to release WOWDB 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 WOWDB Record Custodian's office.

Exempted Documents

Public access to records shall be provided in accordance with applicable federal and state laws and regulations. The WOWDB 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.

Authorization for Clarifications and Additions

The WOWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of this policy, without making substantive change to the policy, except in situations when a new or updated state and federal guidance is issued.

History

- Adopted – from Northwestern Oklahoma Workforce Investment Board (NOWIB) Approved 11.28.2017
- Updated with Current Policy format, adding History and References Sections, Accessibility Check and Attachment ZZ – Vital Service Information
- Approved WOWDB 01.19.2023

*** This document shall supersede and replace all prior versions and understandings, oral or written, of the Request for Records Policy.**

References

- The Oklahoma Open Records Act is codified in 51 O.S. §24A.1 through 24A.30
- WIOA Section 107(e)

Attachments

Attachment ZZ: Vital Service and Information Notice

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Vital Service and Information Notice

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Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

This document contains vital service information.

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss, please call Oklahoma Relay at 711-(<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

If English is not your preferred language, please contact Equal Opportunity (EO) Officers:

Local EO Officer –

Venita McGuire
Local Equal Opportunity Officer
Western Oklahoma Workforce Development
Board
1222 10th St., Suite 115, Woodward, OK 73801
580.256.8553 extension #2
eoofficer@wowdb.org

State EO Officer -

Karla Jackson
State Equal Opportunity Officer
Oklahoma Office of Workforce Development
900 N. Stiles Ave.
Oklahoma City, OK 73104
Tel: 405.208.9620
TTY: 711 or 800-722-0353
Email: eoofficer@okcommerce.gov

English

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Marshallese

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Spanish

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