

Commissioners of the Land Office

OPEN RECORDS POLICY

The Commissioners of the Land Office, believing in the right of access for all citizens to the records of a public agency, implement this policy regarding distribution of agency records in both paper and electronic format.

The goal of this policy is to provide the means through which information, determined to be a public record, subject to disclosure in accordance with the Open Records Act, 51 O.S. §§ 24A.1- 24A.29, may be distributed. To that end, all records maintained by the Commissioners of the Land Office, with the exception of those for which a confidential privilege is created by law, shall be available for public inspection, copying or electronic or mechanical copying.

The Director of Communications will be the Custodian of Open Records Requests for the purpose of receiving all requests to copy, fax, electronically receive or review current or historical public records of the agency.

The Office of General Counsel will ensure the release of records is in compliance with the law.

Access to the records and space for viewing will be provided by the Custodian of Open Records and shall be limited to normal business hours. Land Office staff will be present for onsite viewing to ensure the integrity of the records.

Cost for paper copies of records will be in accordance with 51 O.S. § 24A.5 (3) and the CLO's fee structure posted online at www.clo.ok.gov. Generally, the record copying fee begins at twenty-five cents per page. Additional charges to the requestor can occur if extensive searches must be done or excessive staff time is needed to comply with the request. It is not the intent of the agency or its staff that this section of the policy be used to increase cost or to discourage requests for information. Additional charges for certified or notarized copies will be applied.

The Commissioners of the Land Office will not allow outside technology devices to be used to download documents. E-mail or downloads to disc will be provided if reasonably feasible based on the current capabilities of the agency's technology systems. The cost of the disc or other technology device may be included in the cost of reproduction and cannot exceed the cost paid by the agency for the device. Requests for both viewing and reproduction of all Land Office records should be made on the CLO records request form located on the CLO website at www.clo.ok and delivered to the Custodian of Open Record Requests, who will follow up to provide the requester, with a timely response in compliance with the letter and spirit of the Open Records Act. All written requests for public records will be date stamped upon receipt to promote the issuance of a prompt response in accordance with the law.