

# GREATER MUSKOGEE AREA CHAMBER OF COMMERCE

## Open Records Policy

### I. Purpose

It is the policy of the Greater Muskogee Area Chamber of Commerce (the "Chamber") that they will strictly adhere to the Oklahoma Open Records Act, 51 OS § 24A.1 *et seq*, as amended, (the "Act") by considering public any information declared public by the Act. The Chamber is committed to the public's right to know and be informed about the operations of the Chamber as required under the Act. The Chamber is committed to protecting such right and upholding the Act.

### II. Public Records

- A. All records of the Chamber which come within the purview of the Act are hereby declared public unless the same are specifically exempt from disclosure under the Act or by other applicable law. As used in this policy, "record" means any and all documents, be it in paper, electronic, or other format, which comes under the jurisdiction of the Chamber connected to the transaction of public business, the expenditure of public funds, or the administration of public property.
- B. In promoting openness in its operations, the Chamber has a legal responsibility to deny public access to certain records. Records which are confidential and sealed to public access include, but are not limited to, information that is of private interest to individuals or otherwise restricted by applicable law. It is the policy of the Chamber to treat as confidential any record which the Act or other applicable law allows to be held as confidential. Only the Chair of the Board of Directors of the Chamber, in consultation with the President of the Chamber, may authorize the disclosure of any record which would otherwise be deemed confidential under this policy.

The Chamber shall require that all records will, to the extent practical, be organized and maintained so that they are readily available for public inspection and copying for so long as required by the Chamber's record retention policy.

### III. Duty to Keep Records

All officers and employees of the Chamber have the specific duty to keep and maintain complete and accurate records of the receipt and expenditure of any public funds, including all financial and business transactions relating thereto.

### IV. Record Request

- A. All requests for access to records shall be conducted in accordance with this policy and the Act.
- B. Requests to inspect or copy records from the Chamber shall be made in writing.
- C. The only individuals authorized to release records are, in the following order:
  - 1. The President
  - 2. The Vice President
  - 3. The Officer Manager
  - 4. Such other persons as the President may from time to time authorize, either specifically or in general.

- D. The format of the records being supplied will be determined exclusively by the Chamber to be the most appropriate and least disruptive to the regular functions of the Chamber.
- E. All officers and employees of the Chamber have the specific duty to comply with all appropriate requests for records solely in the time required for preparing the request records when balanced against the need to avoid excessive disruption of the Chamber's essential functions. In no event may production of a current request for records be unreasonably delayed until after the completion of a prior records request that will take substantially longer than such current request.
- F. The Chamber, in its discretion, may make available any requested records on its website, and the same shall be deemed to have satisfied in full the request.

While the Chamber shall provide prompt, reasonable access to its record, the President may establish reasonable procedures to protect the integrity and organization of the Chamber's records and to prevent excessive disruptions of the Chamber's essential functions.

**V. Costs**

A fee for the cost of paper, toner, printer ink, and other supplies used in the copying, reproducing, or certifying of any and all records requested under this policy shall be paid by the person making such request prior to such copies being made available to the same. The purpose of such fee shall be only to recover the reasonable and direct costs of such copying, reproducing, and certifying such record.

**Fee Schedule**

- \$.25 per copy for black and white copies that are 8.5 x 11 or smaller
- \$.45 per copy for color copies of text documents that are 8.5 x 11 or smaller
- \$.55 per copy for any pages larger than 8.5 x 11
- \$1.00 for copies of color photographs or certified copies of any document

**ADOPTED BY THE BOARD OF DIRECTORS OF THE GREATER MUSKOGEE AREA CHAMBER OF**

**COMMERCE ON** February 27, 2018

  
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 Phyllis Spriggs, Board Chair

2/27/18  
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 Date

  
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 D.J. Thompson, Board Secretary,  
 President & CEO

2/27/18  
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 Date