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## **EMPLOYMENT STATUS AND RECORDS**

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### **OPEN RECORDS ACT**

SWOSU is subject to the Open Records Act (including, Title 51 Section 24A.5 of the Oklahoma Statutes: Personnel Records-Confidentiality Inspection and Copying). As such, certain information is made available to inquiring individuals upon request; this includes position, date of hire and wage rate (gross figures only).

A fee shall be charged for retrieving documents pursuant to a request which is solely for commercial purposes or which causes excessive disruption of normal business operations. All requests for documents shall be made during normal business hours and may be requested to be in writing. All requests should specify the document requested, the number of copies of the document, the name of the person requesting the document and the date of the request. Sufficient time shall be allowed for retrieving and copying documents as requested. The Director of Human Resources is the designated Records Officer for SWOSU. Some requests may be referred to the General Counsel of the Regional University System of Oklahoma for SWOSU for advice on accessibility. (The Open Records Request Form and Rate Form can be found on SWOSU's web site.)