

## ***EMPLOYMENT***

### **OPEN RECORDS ACT**

All University employees are state employees; as such, they are subject to the Open Records Act (including, title 51 section 24A.5 of the Oklahoma Statutes: Personnel Records-Confidentiality Inspection and Copying).

Certain information is made available to inquiring individuals upon request; this includes: position, date of hire, wage rate (gross figures only), and the forwarding address of former employees.

A fee of \$0.25 shall be charged for each page of documents copied. An additional fee of \$10.00 per hour 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.

Non-routine information may be accessible to inquiring individuals. All requests for documents shall be made during normal business hours and shall be made in writing. All requests must 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 Executive Vice-President is the designated Records Officer for Southwestern. All requests for documents are to be initiated in that office.