MURRAY STATE COLLEGE

Open Records Policy

Policy Statement (Board Approval Date: 06/16/2026)

Murray State College (MSC) complies with The Oklahoma Open Meetings/Open Records Act (The Act) and refers to its text as provided by the Oklahoma Attorney General to determine what records are public. Murray State College will consider any information declared public by The Act and will hold confidential any information that is of private interest to individuals, or other information restricted by state or federal statutes.

Murray State College welcomes the public's right to know and be informed about operations of the college. The college is committed to protecting that basic right and upholding the state's Open Records Act. Although there is no statutory deadline for providing requested information, Murray State College will provide a prompt, reasonable response. Promptness and reasonableness will be determined by the nexus between the amount of information requested and the time required for preparation of the requested information, and will be directly related to the reasonable fee payment required.

In promoting openness in its operations, Murray State College also has a legal responsibility to deny public access to certain records. Records that are confidential and sealed to public accessibility include: proprietary information, information which is privileged and non-discoverable, and information that is of private interest to plans, individuals, tests, or other information restricted by state or federal statutes.

Records restricted categories include, but are not limited to the following:

- Teacher lesson plans, tests, and other teaching material
- Individual student records
- Personal communications about individual students
- Material gathered in anticipation or preparation for a trial or adversarial administrative proceeding
- Records protected under law, such as attorney-client and physician-patient
- Records of meetings that occurred during lawfully closed meetings as authorized under the Oklahoma Open Meeting Act
- Personnel records of individuals relating to internal personnel management considerations and including examination and selection

material for employment, hiring, appointment, promotion, performance evaluations, discipline, resignation or retirement
- Personnel records that would constitute an invasion of personal privacy. This category includes employee evaluations, payroll deductions, and employment applications submitted by persons not hired
- Contents of sealed bids prior to date established for public opening
- Computer software and programs
- Donor records
- Records controlled by confidentiality agreements

Procedure

Requests to Murray State College will be processed and handled in compliance with the State of Oklahoma Open Records Act.

To request inspection or copies of records from Murray State College, fill out a Records Request Form (available online at www.mscok.edu).

The format of the information being supplied will be determined by Murray State College to be the most appropriate and least disruptive to the functions of those providing the information.

Murray State College may charge a fee for the direct cost of copying. Any request for materials that will be used solely for commercial purposes, or those requests that will cause excessive disruption of work, will be charged at a rate to recover the direct costs of document search plus copying costs. Records sought by news media for news purposes shall not constitute a commercial purpose for recovery of direct costs of document search.

Based on guidelines established by the Oklahoma Open Records Act, fees will be charged by Murray State College for copying and document search of a record declared public by The Act . In some circumstances, the advancement of fees may be required to recover the direct cost of records search. Fees, along with the proper time and place for inspection or pick up of requested copies, are posted on the college website at www.mscok.edu.