

# City of Waynoka Open Records Request Form

Date of Request: \_\_\_\_\_

## Reason for Request

Select at least 1 and no more than 3

☐ Public Interest

☐ Media

☐ Bid/Purchasing Information

☐ Other, Please specify \_\_\_\_\_

LAST NAME

FIRST NAME

ADDRESS

CITY

STATE

ZIP CODE + 4

HOME PHONE

CELL PHONE

EMAIL

INFORMATION  
REQUESTED

Please be as  
specific as  
possible.

Pension and Retirement Board the amounts of money which are required by applicable state law. These amounts may be revised according to actuarial studies and amounts as set by the Oklahoma Firefighters Pension and Retirement Board.

State Law Reference: Firefighters pension law, 11 O.S. Section 49-122.

Cross Reference: Fire department and services, Section 13-101 of this code.

## DIVISION 2

### EMPLOYEE RETIREMENT SYSTEM

#### SECTION 2-610 EMPLOYEE RETIREMENT SYSTEM CREATED.

Pursuant to the authority conferred by the laws of the state and for the purpose of encouraging continuity and meritorious service on the part of city employees and thereby promote public efficiency, there is hereby authorized, created, established, approved and adopted, effective as of April 3, 1972, the funded pension plan designated "Employee Retirement System of Waynoka, Oklahoma" (hereinafter called "system"), and as amended from time to time, an executed counterpart of which is marked "Exhibit A" to ordinance adopting and amending same.

Ed. Note: Exhibit A is on file in the city clerk's office and is subject to public inspection.

State Law Reference: Authority of city to establish retirement systems, procedure, 11 O.S. § 48-101 et seq.

## ARTICLE 7

### CITY RECORDS

#### SECTION 2-701 APPOINTMENT OF OFFICIAL CUSTODIANS.

The following city officials are hereby appointed as official custodians for purposes of the Oklahoma Open Records Act and are charged with responsibility for compliance with that act with respect to the following listed public records:

1. City clerk. All public records kept and maintained in the city and court clerk's office and all other public records not provided for elsewhere in this chapter;

2. City treasurer. All public records not on file in the office of the city clerk and kept and maintained in the city treasurer's office;

3. Chief of police. All public records not on file in the office of the city clerk and kept and maintained in the city police department;

4. Fire chief. All public records not on file in the office of the city clerk and kept and maintained in the city fire department.

5. City attorney. All public records not on file in the office of the city clerk and kept and maintained in the city attorney's office.

6. City librarian. All public records not on file in the office of the city clerk and kept and maintained in the city library.

State Law Reference: Open Records Act, 51 O.S. §§ 24A.1 to 24A.18.

#### SECTION 2-702 DESIGNATION OF ADDITIONAL RECORD CUSTODIANS.

A. Each of the official custodians appointed in Section 2-701 of this code is hereby authorized to designate any subordinate officers or employees to serve as record custodian. The record custodians shall have such duties and powers as are set out in the Oklahoma Open Records Act.

B. Whenever an official custodian shall appoint another person as a record custodian he or she shall notify the city clerk of such designation and the city clerk shall maintain a register of all such designations.

#### SECTION 2-703 DUTIES OF CUSTODIANS.

All city officials and employees appointed or designated under this chapter shall: protect public records from damage and disorganization; prevent excessive disruption of the essential functions of the city; provide assistance and information upon request; insure efficient and timely action and response to all applications for inspection of public records; and shall carry out the procedures adopted by this city for inspecting and copying open public records.

SECTION 2-704 REQUESTS TO BE DIRECTED TO CUSTODIANS.

A. All members of the public, in seeking access to, or copies of, a public record in accordance with the provisions of the Oklahoma Open Records Act, shall address their requests to the custodian charged with responsibility for maintenance of the record sought to be inspected or copied.

B. Whenever any city official or employee appointed or designated as a custodian under this chapter is presented with a request for access to, or copy of, a public record which record the custodian does not have in his possession and which he has not been given responsibility to keep and maintain, the custodian shall so advise the person requesting the record. The person making the request shall be informed as to which custodian the request should be addressed to, if such is known by the custodian receiving the request.

SECTION 2-705 PROCEDURES REGARDING BOTH INSPECTION AND COPYING OF OPEN PUBLIC RECORDS.

The following procedures are hereby adopted and shall be applied by each official custodian and record custodian:

1. Consistent with the policy, duties and procedures established by the Oklahoma Open Records Act, record custodians shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records;

2. Record custodians shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied;

3. Record custodians may prevent excessive disruptions of essential functions and provide the record at the earliest possible time;

4. All inspections and copying of open public records shall be performed by, or under the supervision of, the record custodian responsible for such records;

5. All persons requesting the inspection of or a copy of open public records shall make such request in writing prior to the request being honored, except that no form shall be required for requests made for records which have been reproduced for free public distribution;

6. All record inspection and copying forms are to be completed by the person requesting the record. The record custodian may demand reasonable identification of any person requesting a record;

7. Any fees for record inspection or for copies are due at the time the records, or copies thereof, are provided to the requester, unless the record custodian has demanded that prepayment of all or part of such fees be made. Fees are to be paid to the record custodian or city clerk;

8. The record custodian or city clerk shall demand full or partial prepayment of the fees when the estimate for such fees exceeds the amount set out in Section 2-712 of this code;

9. No record search or copying charge shall be assessed against officers or employees of the city who make requests which are reasonably necessary to the performance of their official duties;

10. Hours for making requests for inspection or copying shall be all regular working hours for each day the office maintains regular office hours;

11. Removal of open public records from the office where kept and maintained, for purposes of inspection or the making of copies, shall not be permitted; and

12. The above procedures, as well as any other inspection and copying procedures, shall be posted in a conspicuous place in the office of the record custodian.

SECTION 2-706 PROCEDURES REGARDING INSPECTION OF OPEN PUBLIC RECORDS.

The following procedures are hereby adopted and shall be applied by every official custodian and record custodian:

1. Record custodians shall handle all inspection requests in accordance with their duties to protect and preserve public records and to assist persons requesting inspection of open public records.

2. All request forms must be completed by the party requesting the record. In all cases the party so requesting must sign his or her individual name to the form. Written requests shall be made on the form provided by the record custodian and presented to the record custodian;

3. A written request is sufficient if it reasonably describes the record sought. In instances where the requester cannot provide sufficient information to identify a record, the custodian shall assist in making such identification; and

4. The record custodian shall, upon making a denial of an inspection request, forward a copy of the denial to the mayor.

SECTION 2-707 PROCEDURES REGARDING COPIES OF OPEN PUBLIC RECORDS.

The following procedures are hereby adopted and shall be applied by each official custodian and record custodian:

1. Record custodians shall handle all copy requests in accordance with their duties to protect and preserve public records and to assist persons requesting copies of open public records;

2. All request forms must be completed by the party requesting the copies. In all cases the party so requesting must sign his or her individual name to the form. Written requests shall be made on the form provided by the record custodians;

3. Mechanical reproduction of a record shall not be undertaken when it is the judgment of the record custodian that any available means of mechanical reproducing the subject record is likely to cause damage to such record; and

4. No copy fee shall be assessed when multiple copies of the record requested have been prepared for free public distribution, or when the record custodian determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.

SECTION 2-708 NO FEE FOR INSPECTION.

Where a request has been made for the inspection of an open public record, no fee shall be charged.

SECTION 2-709 COPYING FEE.

A fee per page as set by Section 18-101(a) shall be charged for photocopying an open public record, such fee to cover the cost of labor, materials and equipment.

SECTION 2-710 FEE FOR MECHANICAL REPRODUCTION.

For copying any open public record which cannot be reproduced by photocopying, such as a computer printout or a blueprint, the

requester shall be charged the actual cost to the city, including the cost of labor, materials and equipment.

SECTION 2-711 SEARCH FEE.

The fee provided in Section 18-101(b) shall be charged a requester who is using the record solely for a commercial purpose. Such fee shall be charged to recover the direct cost of document search.

SECTION 2-712 PREPAYMENT OF FEES.

A record custodian may demand prepayment of a fee. The prepayment amount shall be an estimate of the cost of copying, mechanical reproduction or searching for the record. Any overage or underage in the prepayment amount shall be settled prior to producing the requested record or delivering the copy or mechanical reproduction of the record.

ARTICLE 8

ETHICS

Section 2-801 Code of Ethics.

A. The citizens and businesses of the City of Waynoka, Oklahoma, are entitled to responsible, fair and honest local government which has earned the public's full confidence for integrity. For purpose of this section "City official" shall mean every City of Waynoka elected or appointed officer or employee, including all members of the city's administrative staff. The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to those they serve. Accordingly, the Waynoka City Council has adopted this section to:

- 1) Describe the standards of behavior to which its leaders aspire;
- 2) Provide an ongoing source of guidance to City officials in their day-to-day service to the City; and
- 3) Promote and maintain a culture of ethics. This Code of Ethics builds upon the City of Waynoka's ideals, which include:

1. Respect for the Individual; namely

- a. City officials will treat their fellow City officials, staff and the public with patience, courtesy and civility, even when City officials disagree on what is best for the community.