

Public's Right to Know, Open Records (6 hours)

This one day course covers Oklahoma laws and procedures regarding public records found in Title 51 of the Oklahoma Statutes. Participants learn how the statute definition of what an open record actually is and which records must be made available to the public upon request. For example, did you know that gross receipts of public funds – basically your salary – is a public record but your federal tax withholding is not? Also, it is in the text of the Open Records Act that a public official is defined as “any official or employee of any public body” which changes the picture of what people typically think of when they hear the term “public official”. That means that by law not only is the elected official a public official but any one that works as an employee for that elected officer is by state definition a public official. That certainly broadens the scope! County officers’ statutorily defined responsibilities for handling requests from the public are also discussed.

Credit Hours (6) count toward:

County Assessors Certification
County Commissioners Advanced I Certification
County Clerks Advanced I Certification
County Court Clerks Certification
County Treasurers Advanced Certification - Discretionary Hours

Testimonials from Participants:

- “Very well done and very well explained. Job well done!”
- “Just good and informative.”
- “The difference in what is public record and what is not was particularly useful.”
- “I found the whole class informative and useful.”

Course Outline

- I. Introduction and History of the Act
- II. Definitions:
 - What is a Public Body?
 - What is a Record?
- III. Requirements for disclosure
- IV. Exceptions to disclosure
- IV. Statutes and Attorney General Opinions