

Oklahoma Open Records Act and Confidential Information

All submissions are subject to the mandates of the Oklahoma Open Records Act, 51 Okla. Stat. §§ 24A.1. et seq. The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records," as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a specific and express exemption or confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor have a reasonable expectation that this information will be kept from public access.

If Respondent believes that any submission to the City of Oklahoma City is exempt or confidential under a specific state or federal statute, and therefore not subject to public access under the Oklahoma Open Records Act, Respondents must comply with the following:

1. Place said portion of the submission in a separate electronic file attachment marked "Confidential". DO NOT label your submission "Confidential" – label only those portions of the submission that Respondent feels are exempt or are made confidential by state or federal law as "Confidential".
2. For each portion of the submission which Respondent is claiming an exemption or a confidential privilege, identify the specific federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, et seq.

Should an Open Records request be presented requesting information identified as "Confidential," Respondent will be responsible for defending Respondent's position in the District Court, if needed.

If Respondent fails to identify any part of your submission as "Confidential", Respondent agrees that said submission is not exempt or confidential and is subject to public access.

Upon receipt of a request review or copy records properly identified as "Confidential," Respondent will be notified of the request and allowed to immediately enforce and protect Respondent's rights by initiating an action in a court of competent jurisdiction. Should Respondent fail to bring an action to enforce Respondent's rights within seven (7) calendar days of notice, then the requested records will be released.