



OKLAHOMA
Office of Management
& Enterprise Services

Policies

Recording of OMES Meetings and Phone Calls

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Approved: John Suter, OMES Director	Approval Date: May 16, 2023

Policy

It is the policy of the Office of Management and Enterprise Services (OMES) that no OMES meetings or phone calls be recorded without obtaining prior approval of the OMES director.

Purpose and Implementation

This policy is implemented to ensure that OMES has awareness of and has the ability to manage all records created by OMES and to limit the creation of unnecessary records.

OMES is a public body. Therefore, OMES has a duty to manage and store all records in accordance with the records disposition schedules established by the Oklahoma Department of Libraries. This ongoing maintenance, review and dissemination of records represents a significant cost to OMES. As the number of records OMES creates increases, so will the accompanying cost increase. Therefore, it has become imperative to manage the creation of records.

This policy encourages employee engagement in discussions, business planning, and brainstorming sessions. OMES strives to instill an environment of trust amongst its employees that enables and encourages a free flow of information, creative ideas and open and honest debate.

Any employee who wishes to record an OMES meeting or phone call shall submit a request to his or her supervisor stating the specific reason(s) and the necessity for the recording of the meeting or phone call. The employee's supervisor must route the request to the OMES deputy director who will approve or deny the request. The following categories of OMES meetings and phone calls are exempt from this policy and can be recorded without submitting a request to record:

1. Call center or customer services calls conducted in support of core OMES business functions.

2. Vendor demonstrations as part of the competitive bidding process.
3. Demonstrations of new OMES services or processes.
4. OMES meetings conducted for the sole purpose of training or transferring knowledge.

Any employee who has a question about whether the meeting in question fits within the above-listed categories should consult his or her supervisor.

Meetings that originate with entities separate from OMES, such as vendors, training organizations or other agencies, that are attended by OMES employees are outside the scope of this policy. Additionally, this policy does not apply to any proceeding conducted by any OMES administrative tribunal.

OMES Open Meeting clerks are authorized to maintain auditory recordings of the meetings to the extent they choose to do so for purposes of preparing meeting minutes without the need to seek approval for such recordings.

For purposes of this policy, OMES meetings are considered meetings that are organized by an OMES employee for the purpose of conducting, facilitating or discussing OMES business, carrying out the core functions of OMES, responding to matters that predominantly affect OMES even if other state business is discussed, or addressing issues that result internally from OMES operations.

Violations of this policy are cause for disciplinary action up to and including termination.