



# Documents.OK.gov

## Process Documentation

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Official Documentation for the Oklahoma Department of Libraries, Publications Clearinghouse



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## 1.0 Purpose

HB 1086 (2011) (62 O.S. § 34.11.3) establishes the Oklahoma State Government Open Documents Initiative, which requires the Chief Information Officer to develop and maintain an online web presence at [Documents.OK.gov](http://Documents.OK.gov) that allows public access to all publications required by law to be submitted to either the Oklahoma Publications Clearinghouse of the Department of Libraries, the Governor, the Speaker of the House of Representatives or the President Pro Tempore of the Senate. The electronic documents are required to be provided in an indexed format, which enables to the document to be searched by specific term.

The CIO is also required to promulgate procedures by which each state agency, board, commission and public trust having the State of Oklahoma as a beneficiary shall submit a searchable electronic version of each publication to the "[Documents.OK.gov](http://Documents.OK.gov)" website.

The purpose of this procedure is to provide a structured process for agencies to submit publications for inclusion on the [Documents.OK.gov](http://Documents.OK.gov) website. It is designed to:

- Ensure that an agency is aware of what constitutes a "publication"
- Ensure that an agency receives the proper online location to submit publications and what information is expected to be submitted along with the electronic version of the publication
- Ensure that an agency knows how to locate the online repository

## 2.0 Scope

This procedure applies to all State of Oklahoma agencies, boards, commissions, and public trusts having the State of Oklahoma as a beneficiary.

## 3.0 Definitions

### Publication

This term refers to all publications required by law to be submitted to the Oklahoma Publications Clearinghouse of the Department of Libraries as well as reports or documents required to be submitted to the Governor, Senate President Pro Tempore or the Speaker of the House of Representatives.

The following items should be submitted:

- Memorandum of Understanding Reports (see SB 316 from 2019)
- Annual reports; Research reports/studies; Survey results; Task Force reports
- Executive summaries of reports
- Newsletters, magazines, journals
- Planning documents (other than drafts)
- Affirmative action plans
- Strategic plans
- Guides, handbooks, manuals; Curriculum guides
- Brochures, pamphlets, fact sheets (other than for dated events)
- Directories (file only once a year, do not file each change during the year)
- Histories
- Statistics (but do not file Excel spreadsheets)
- Laws/Rules with cover or title page if compiled by your agency from various sections of the laws/rules for convenience of your clients
- Posters (other than for dated events)
- Rules Interpretations; Rules Guidelines; AG Opinions



The following items should **NOT** be submitted:

- News releases
- Unofficial laws/rules; rule changes; rule change impacts
- Meeting notices, agendas, handouts, minutes
- Websites; web pages
- Grant announcements, forms, memos
- Fliers/posters for dated events; training event registrations/brochures
- Internal policies and procedures and policies and procedure manuals
- Board and staff directories, photographs, biographies
- Inventories; Links; Lists of Resources
- Drafts of plans
- Federal publications or publications posted from non-profit agencies or companies
- Legal decisions, legal memos (except AG Opinions)

If the publication is for sale by your agency, you do not have to submit an electronic file. Please send print copies to the Oklahoma Publications Clearinghouse.

## 4.0 Actions

### A. Agency Publications Coordinators

Submit all publications otherwise required by law to be submitted to either the Publications Clearinghouse of the Department of Libraries, the Governor, the Speaker of the House of Representatives or the Speaker Pro Tempore of the Senate

Ensure that electronic documents are provided in an indexed format which enables the document to be searched by specific term

Go to [uploads.odl.ok.gov](https://uploads.odl.ok.gov) and register for an account

Upload publications using the uploader. A help guide is available online at [uploads.odl.ok.gov/guide](https://uploads.odl.ok.gov/guide)

### B. Department of Libraries

Process publications/documents filed through [Documents.OK.gov uploader](https://documents.ok.gov). Carry out batchload into ContentDM Project Client by tab-delimited file procedure. Troubleshoot any problems with batchload

Review publications/documents submitted to verify that they meet criteria of “Oklahoma state government publication” [65 O.S. 2011 §3-113.2(2)]; OPC Manual for Publications Officers; instructions on documents.ok.gov uploader site. Verify that item is not a duplicate already in [Documents.OK.gov](https://documents.ok.gov)

Assign Oklahoma Documents classification number. Revise and complete metadata fields: agency, agency code, title, alternate title, authors (verified authority names), publication date, publication number, publication type, subject (Library of Congress Subject Headings), purpose, contents, notes, series, OkDocs Class#, for all parts field, for all issues field and other metadata fields as needed. Note source of publication/document as filing with [Documents.OK.gov](https://documents.ok.gov)

Approve upload to ContentDM collection. Re-index collection. Proof new entries



Notify Oklahoma Publications Clearinghouse depository libraries of new electronic publications, monthly by shipping list [65 O.S. 2011 §3-113.1.B]

Collect publications/documents not filed through documents.ok.gov system by searching agency websites. Download publication from agency website; convert to pdf or other preferred format as needed; OCR (Adobe) as needed; add to [Documents.OK.gov](http://Documents.OK.gov). If publications are filed with Oklahoma Publications Clearinghouse in print, determine if they meet the [Documents.OK.gov](http://Documents.OK.gov) collection criteria; if yes, locate electronic copy from agency website or scan publication and add to [Documents.OK.gov](http://Documents.OK.gov). Publications for sale by state agencies not added to [Documents.OK.gov](http://Documents.OK.gov) while on sale

Approve new users for [Documents.OK.gov](http://Documents.OK.gov) uploader. Maintain contact with agency publication officers [74 O.S. 2011 §3106.1(a)]. Update contacts information annually through agency directors. Provide instructions for agency publication officers through Manual for Publications Officers, memos for changes in procedures, and phone/e-mail help

Maintain contact with OMES concerning [Documents.OK.gov](http://Documents.OK.gov) uploader system; state agencies' compliance with documents.ok.gov law [62 O.S. 2011 §34.11.3.C]; server response; promotion of [Documents.OK.gov](http://Documents.OK.gov)

Maintain contact with OCLC (ContentDM vendor) concerning software, software updates, or software problems

### **C. Chief Information Officer**

Develop and maintain the online presence at [Documents.OK.gov](http://Documents.OK.gov)

Promulgate procedures by which each state agency, board, commission, and public trust having the State of Oklahoma as a beneficiary shall submit a searchable electronic version of each publication to the [Documents.OK.gov](http://Documents.OK.gov) website

## **5.0 Responsibilities**

The Chief Information Officer, or a designee, is responsible for maintaining this process. Specific responsibilities are included in Section 4.

## **6.0 Policy Base**

- Transparency, Accountability, and Innovation in Oklahoma State Government 2.0 Act of 2011
- Oklahoma Statutes, Section 34.11.3 of Title 62



## 7.0 Revision History

- **Version 1.4** – Created July 13, 2023. Added information about submitting final budgets.
- **Version 1.3** – Created July 13, 2023. Changed URLs to reference new documents uploader website and pages on the website. Updated logos. Removed Excel as an acceptable format.
- **Version 1.2** – Created Feb. 21, 2013. Changed references to Office of State Finance and OSF to Office of Management and Enterprise Services and OMES.
- **Version 1.1** – Created June 19, 2012. Clarification of definition of publication to include items required to be submitted to the Oklahoma Department of Libraries. Added revision date and revision author to the cover page.
- **Version 1.0** – Created June 4, 2012