

TITLE 753. UNIVERSITY HOSPITALS TRUST
CHAPTER 1. GENERAL AGENCY RULES
SUBCHAPTER 1. GENERAL PROVISIONS

753:1-1-6. Location for information and filing

- (a) Unless otherwise specified in this Title, the address and telephone number for communications with the Trust is: The University Hospitals Trust, 800 940 N.E. 13th Street, Suite 6900, P. O. Box 26307, Oklahoma City, Oklahoma 73126, Telephone (405) 271-4962.
- (b) The normal business hours of the Trust are 8:30 a.m. to 5 p.m., Monday through Friday, except legal holidays.
- (c) Unless otherwise provided in this Title, anyone may file a document with the Trust by mail or hand delivery during normal business hours. The "filing date" is the date the Trust receives a document by mail or hand-delivery, not the date it is mailed or postmarked. ~~The Trust does not accept facsimiles or "FAXs" instead of original official documents.~~
- (d) ~~Unless a document clearly states otherwise, the signature of a person on a document filed with the Trust shall mean the person has read it and has personal knowledge of the information it contains, that every statement is true, that no statements are misleading, and that filing the document is not a delay tactic. If any document is not signed or is signed with intent to defeat the purposes of the rules in this Title, the CEO may ignore it and continue as though it had not been filed.~~

753:1-1-7. Records

- (a) ~~**Records retention and disposition.** The Trust keeps documents for at least the minimum time required by state and federal laws that pertain to archives and records. This varies depending on the type of document. The Trust has its records disposition schedules available for inspection.~~
- (b) ~~**Removal of documents.** Before the effective date of a document, the CEO or his/her designee may approve a written request from a person, an agency, or party that has filed the document to revise, replace, or withdraw it. After the effective date of a document, the CEO or designee may allow it to be removed on the order of a court or administrative agency with jurisdiction over the controversy before it. The Trust follows the Oklahoma Open Records Act and other relevant laws governing confidentiality.~~
- (c) ~~**Confidential and open records.**~~
- (1) ~~Many records in the Trust are available for public inspection and release, but some are not. The records that are not available for general public access may include records described as confidential in this Section or in other Chapters in this Title, and other records that laws require or permit the Trust to keep confidential. The CEO formally keeps the following records confidential but may choose, in some cases, to make them public if law permits it.~~
- (A) ~~State employees' home addresses, home telephone numbers and social security numbers;~~
- (B) ~~Records which *relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation* [51:24A.7(A)(1)];~~
- (C) ~~Employee evaluations, payroll deductions, employment applications not resulting in a person being hired by the state, and other records that would result in a clearly unwarranted invasion of personal privacy if they were disclosed [51:24A.7(A)(2)];~~

~~(D) — Before taking action, personal notes and personally created materials (other than the Trust's budget request) prepared by the Trust staff as an aid to memory [51:24A.9];~~

~~(E) — Before taking action, research material leading to the adoption of a policy or the implementation of a project [51:24A.9];~~

~~(F) — Records coming into the possession of the Trust *from the federal government or records generated or gathered as a result of federal legislation may be kept confidential to the extent required by federal law* [51:24A.13];~~

~~(G) — Documents, such as medical records and records protected by the attorney-client privilege, that are exempt from the Oklahoma Open Records Act or are specifically required or permitted by law to be kept confidential.~~

~~(2) — All records that are not confidential are open for public inspection and copying. Examples of open records include:~~

~~(A) — Employment applications that result in persons becoming state officials or employees [51:24A.7(B)(1); 51:24A.3(4)];~~

~~(B) — Gross receipts of public funds [51:25A.7(B)(2)];~~

~~(C) — Dates of an individual's employment with the state and his or her job title [51:24A.7(B)(3)]; and~~

~~(D) — Any final disciplinary action resulting in loss of pay, suspension, demotion of positions or discharge [51:25A7(B)(4)].~~

~~(d) — **Inspection and release of records.**~~

~~(1) — Individuals may inspect and copy records during the Trust's regular business hours according to Trust procedures. The procedures protect the integrity and organization of the records and prevent excessive disruption of the Trust's essential functions [51:24A-5(5)].~~

~~(2) — The CEO may give officers and employees of the state or federal government acting in their official capacities access to confidential records, when such disclosure is authorized by law.~~

~~(3) — Each person shall have access to his or her own records in the Trust unless it is against the law [51:24A.7(C)].~~

~~(e) — The Trust staff shall only charge fees that are consistent with Section 24A.5 of Title 51 of the Oklahoma statutes.~~

753:1-1-8. Forms and instructions [REVOKED]

~~— Other Chapters in this Title contain reference to forms and instructions the Trust requires. Citizens may contact the Trust or request blank forms and general information about completing or submitting them.~~

SUBCHAPTER 3. GENERAL OPERATIONS OF THE UNIVERSITY HOSPITALS TRUST

753:1-3-1. Official office [REVOKED]

~~— The Office of the Trust and the Board of Trustees is 800 N.E. 13th Street, Oklahoma City, Oklahoma 73104. The telephone number is 271-4962. The office hours are from 8:30 a.m. to 5:00 p.m. Central Time, Monday through Friday, except legal holidays.~~

753:1-3-2. Meetings of Board of Trustees

~~—The Board of Trustees shall file a schedule of regular meetings for the succeeding year with the Oklahoma Secretary of State by December 15th of each year. Special meetings may be called from time to time by the Chairman of the Board of Trustees, or the Vice Chairman in his or her absence, with the required notice specified in the Oklahoma Open Meeting Act. The Trust follows the Oklahoma Open Meetings Act.~~

753:1-3-3. Executive sessions [REVOKED]

~~—The Board of Trustees may hold executive sessions as such meetings as are permitted by the Oklahoma Open Meeting Act.~~

753:1-3-4. Notice of meeting [REVOKED]

~~—Notice of regular and special meetings shall be given in accordance with the provisions of the Oklahoma Open Meeting Act.~~

753:1-3-5. Agenda items [REVOKED]

~~The CEO prepares an agenda on behalf of the Board of Trustees for each meeting of the Board. The agenda is filed and posted in accordance with the Oklahoma Open Meeting Act. Members of the public may request the Board to place matters on the agenda for a meeting, and the CEO may use his or her discretion in placing such matters on the agenda.~~

SUBCHAPTER 5. ADMINISTRATIVE RULES

753:1-5-2. Requests for declaratory rulings [REVOKED]

- ~~(a) Any interested person or entity may petition the Board of Trustees for a declaratory ruling as to the applicability of any rule of the Board.~~
- ~~(b) The petition must identify the rule questioned and the date on which such rule became effective and shall summarize the contents of the rule. The petition shall contain a brief statement of the issue or issues raised by the rule which cause such a request to be made, and a statement of the petitioner's personal interest in the ruling of the Board and how a ruling of the Board would affect those interests.~~
- ~~(c) Upon receipt of the petition for declaratory ruling the Trust shall consider the petition and, within a reasonable time following receipt thereof, either deny the petition in writing, stating its reasons for denial, or issue a declaratory ruling on the matter(s) contained in the petition.~~

SUBCHAPTER 7. FORMAL AND INFORMAL PROCEDURES

753:1-7-1. Purpose

The rules of this Subchapter describe general formal and informal procedures used by the ~~Board of Trustees~~ Trust to take action and make decisions. ~~Other Chapters in this Title describe informal procedures that apply specifically to individual programs under the Trust's authority.~~

753:1-7-3. Complaints [REVOKED]

~~(a) Anyone may complain to the CEO about any matter under the CEO's authority. A complaint shall be in writing, and it shall include the following information:~~

- ~~(1) The name, address and telephone number of the person making the complaint;~~
- ~~(2) The name, address and telephone number of the organization the person represents, if applicable;~~
- ~~(3) The name, address, telephone number and title of any representative of the person filing the complaint;~~
- ~~(4) A brief, clear description of the charge, problem or issue that is the basis for the complaint including names, dates, places and actions;~~
- ~~(5) The numbers and headings of the laws and rules that may apply;~~
- ~~(6) The remedy, if any, the person making the complaint seeks;~~
- ~~(7) The signature of the person making the complaint; and~~
- ~~(8) The date.~~

~~(b) If the complaint is repetitive, concerns a matter that has already been resolved, or a matter outside the CEO's authority, the CEO may reject the complaint.~~

~~(c) The CEO may provide others with written notice of the complaint and give them an opportunity to respond in writing within 15 days. The response must contain all of the following information:~~

- ~~(1) The name, address and telephone number of the person responding;~~
- ~~(2) The name, address and telephone number of the organization the person represents, if applicable;~~
- ~~(3) The name, address, telephone number and title of any representative of the person responding;~~
- ~~(4) A specific admission, denial or explanation of each charge;~~
- ~~(5) A brief, clear description of the facts, including names, dates, places and actions;~~
- ~~(6) A brief, clear explanation of the reasons for the action (or inaction) that is the basis for the complaint if the person admits to any charge;~~
- ~~(7) The numbers and headings of the laws and rules that may apply;~~
- ~~(8) The signature of the person responding; and~~
- ~~(9) The date.~~

~~(d) The CEO may refer complaints to informal procedures, such as telephone calls, letters, meetings, mediation, investigations, electronic mail or other appropriate procedures.~~

~~(e) The CEO shall make a decision about a complaint within 60 days after its receipt, unless the CEO needs more time. In that case, the Trust shall notify the person filing the complaint and persons filing any responses to the complaint.~~

753:1-7-4. Representation [REVOKED]

~~—In any administrative review or appeal authorized by this Title, any party has the right to have an attorney who is a member of the Oklahoma Bar Association. The attorney shall act for and bind the party he or she represents. After a party names an attorney, the Trust shall communicate with the attorney and not with the party. It shall be the responsibility of the party's attorney to communicate with the party.~~