



**OKLAHOMA  
DEPARTMENT  
OF  
CENTRAL SERVICES**

**ADMINISTRATION**

**ADMINISTRATIVE RULES  
OAC 580:1**

**Effective May 12, 2011**

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## TITLE 580. DEPARTMENT OF CENTRAL SERVICES

### CHAPTER 1. ADMINISTRATIVE OPERATIONS

#### Section

<b>580:1-1-1.</b>	<b>Purpose</b>
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#### **580:1-1-1. Purpose**

- (a) The Department of Central Services (also referred to as DCS) is created by Section 61.2 of Title 74 of the Oklahoma Statutes and is the successor to the Office of Public Affairs and the State Board of Public Affairs.
- (b) The primary statutory powers and duties of DCS are set forth in Section 1 et seq of Title 61 and Section 61 et seq. of Title 74 of the Oklahoma Statutes.
- (c) The principal office of the Department of Central Services is located in the Will Rogers Office Building, 2401 N. Lincoln Blvd., Suite 206, Oklahoma City, Oklahoma.
- (d) Office hours are from 8:00 a.m. to 5:00 p.m. each day, except Saturday and Sunday, and any legal holiday established by statute or proclamation of the Governor.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]

#### **580:1-1-2. Chief administrative officer**

- (a) The Director of the Department of Central Services, also known as the Director of Central Services, is the chief administrative officer of the Department of Central Services and is responsible for providing the overall direction necessary for the agency to attain its mission as established by statute or administrative rule.
- (b) The Director of Central Services is appointed by the Governor by and with the consent of the Senate and serves at the pleasure of the Governor (74 O.S., Section 61.1).

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]

#### **580:1-1-3. Availability of records**

- (a) Records in the custody of DCS, except those documents specifically excluded by law, shall be available to the public as provided by the Open Records Act. Documents will be available to the public for inspection during regular office hours.
- (b) Persons wishing to view records of DCS shall register their name, address and telephone number before documents are viewed. The registrant shall state whether the documents are being viewed for a personal, business or commercial reason and shall list the documents desired for viewing.
- (c) No original records shall be removed from the DCS.
- (d) Persons wishing to obtain copies of documents in the custody of the DCS may do so in accordance with the Open Records Act. A charge for copies may be made in accordance with the Open Records Act and administrative rules of the DCS.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04; Amended at 28 Ok Reg 662, eff 5-12-11;]

**580:1-1-4. Organization of the Department of Central Services**

(a) The Department of Central Services is organized to include the following functions: Central Printing, Central Purchasing, Construction and Properties, Facilities Management, Fleet Management, Interagency Mail, Property Distribution, and Risk Management, Surplus Property Management and Administration.

(b) The Department of Central Services also administratively supports the Committee of Alternative Fuels Technician Examiners, the Capitol-Medical Center Improvement and Zoning Commission, the Public Employees Relations Board, the Oklahoma Capitol Improvement Authority, and the State Capitol Preservation Commission, and any other board or commission directed by the Governor or Oklahoma legislature.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04; Amended at 28 Ok Reg 662, eff 5-12-11;]

**580:1-1-5. Appeals**

Any decision of the Department of Central Services may be appealed in accordance with the Oklahoma Administrative Procedures Act. Appeals must be submitted in writing to the General Counsel, at the principal office of the Department of Central Services within ten days of notification of decision.

[Source: Amended at 21 Ok Reg 2850, eff 7-11-04]

**580:1-1-6. Petition requesting promulgation, amendment or repeal of a rule**

(a) Any person may request the Director of the Department of Central Services to adopt, amend, or repeal any rule in this Title. [Reference 75 O.S. §305]

(b) A request for rulemaking must be in writing and must include the following information:

- (1) the name, address and telephone number of the person making the request;
- (2) the name, address and telephone number of the organization the person represents, if applicable;
- (3) the date of the request;
- (4) the requested action, that is, revision of a rule, repeal of a rule, or addition of a rule;
- (5) any numbers and headings used to identify the rule if the request is to revise or repeal an existing rule;
- (6) the proposed language if the request is to amend an existing rule or add a new rule;
- (7) the reason for the request; and
- (8) the intended effect of the action.

(c) Upon review and consideration of the request, the Director may approve the request and send notice that such proposal will be formally considered for adoption. In accordance with 75 O.S. §305, if a person requesting rulemaking proceedings has not received a notice from the Director within thirty (30) calendar days after submission of a petition, the petition shall be deemed to have been denied.

[Added at 28 Ok Reg 662, eff 5-12-11]