

PUBLIC RECORDS REQUESTS

PROCEDURES TO OBTAIN INFORMATION

By mail to: Gregory-Portland ISD, Superintendent's Office, 1200 Broadway, Portland, TX 78374

By email to: amalone@g-pisd.org

Only submission requests by mail, or email, will be accepted. Please submit requests through the Public Records Request & Billing form attached. Include enough description and detail about the information requested to enable the school district to accurately identify and locate the information requested. Please send the completed Request/Billing form to the address OR email address above. Note: the billing information is there for your review. You will be notified of the cost as soon as the appropriate department provides an estimate.

INFORMATION TO BE RELEASED

Information to be released may be reviewed promptly, and if it cannot be produced within 10 working days, the public information officer or designee will notify you in writing of the reasonable date and time when it will be available. Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

COST OF RECORDS

The requestor must respond to any written estimate of charges within 10 days of the date the district sent it or the request is considered automatically withdrawn. If the estimated costs exceed \$100, the district may require a bond, prepayment or deposit. The requestor may ask the district to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges. The requestor must make a timely payment for all mutually agreed charges. The district can demand payment of overdue balances exceeding \$100 or obtain a security deposit, before processing additional requests from the requestor.

INFORMATION THAT MAY BE WITHHELD DUE TO AN EXCEPTION

By the 10th business day after the district receives a written request, the district must:

- a. request an Attorney General opinion and state which exceptions apply;
- b. notify the requestor of the referral to the Attorney General; and
- c. notify third parties if the request involves their proprietary information.

Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it. Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the district. If the arguments disclose the requested information, the requestor may obtain a redacted copy. The Attorney General must issue a decision no later than the 45th working day from the day after the Attorney General received the request for a decision. The Attorney General may request an additional 10 working day extension. Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

For complaints regarding failure to release public information please contact your local County or District Attorney at: Mrs. Tamara Cochran-May, County Attorney, (361) 364-9338 or Mr. Samuel B. Smith, District Attorney, (361) 364-9390.

You may also contact the Office of the Attorney General, Open Records Hotline, at 512-478-6736 or toll-free at 1-877-673-6839.

For complaints regarding overcharges, please contact the General Services Commission at 512-475-2497.

If you need special accommodation pursuant to the Americans with Disabilities Act (ADA), please contact our ADA coordinator: Director of Special Education, 1200 Broadway, Portland, TX 78374, (361) 777-1091, ext 1005.

THE PUBLIC INFORMATION ACT

RIGHTS OF REQUESTORS

You have the right to:

1. Prompt access to information that is not confidential or otherwise protected;
2. Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
3. Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;
4. Receive a written itemized statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify request in response to the itemized statement;
5. Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
6. A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
7. Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions; or if the communication discloses the requested information, a redacted copy;
8. Lodge a written complaint about overcharges for public information with the General Services Commission. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

RESPONSIBILITIES OF GOVERNMENTAL BODIES:

All governmental bodies responding to information requests have the responsibility to:

1. Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;
2. Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
3. Be informed about open records laws and educate employees on the requirements of those laws;
4. Inform requestors of the estimated charges greater than \$0 and any changes in the estimates about 20 percent of the original estimate, and confirm that the requestor accepts the charges, or has amended the request, in writing before finalizing the request;
5. Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;
6. Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling; or a redacted copy, to the requestor;
7. Segregate public information from information that may be withheld and provide that public information promptly;
8. Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;
9. Respond in writing to all written communications from the General Services Commission regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
PUBLIC RECORDS REQUEST
AND BILLING FORM**

DATE	
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DESCRIPTION OF INFORMATION	

AGENCY/INDIVIDUAL	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	

MEDIUM REQUESTED	QUANTITY	PRICE	TOTAL
Standard Size Paper Copies		10¢ per page	
Non-standard size Copies		25¢ per page	
Flash Drive		\$10.00 each	
Personnel Charges		\$15.00 per hour	
Overhead Charges			
20% of Total Personnel Charges		X .20	
Computer Resource Charges			
Mainframe		\$17.50 per min.	
Client/Server		\$1.00 per min.	
PC or LAN		50¢ per min.	
Programming Time		\$26 per hour	
Postage/Shipping Charges (actual cost)			
FAX CHARGES			
Local		50¢ per page	
Long Distance/Same Area Code		\$1.00 per page	
Long Distance/Other Area Code		\$1.50 per page	
Other Charges			
Describe:			
TOTAL CHARGES			