



### **OPEN RECORDS REQUEST INFORMATION**

The Fredericksburg Independent School District complies with the Texas Public Information Act (TPIA) for information requests submitted by members of the public. Per section 552.234 of the Texas Government Code, the District has designated the email below to receive request for public information by email. Requests for information may be submitted using one of three methods:

1. E-mailing: [recordsrequests@fisd.org](mailto:recordsrequests@fisd.org)
2. Mailing the attached form or a written request to:  
234 Friendship Lane, Fredericksburg, TX 78624.
3. Dropping off the attached form or a written request at:  
234 Friendship Lane, Fredericksburg, TX 78624.

Your request will not be considered received unless it is sent via one of the designated methods listed above. For more information, contact 830-997-9551.

Once your request is received by Fisd, you will receive an email acknowledging receipt of your request. If you do not receive an acknowledgment that your request has been received, then your request has not been received. Due to the volume of requests received, Fisd has a typical turnaround time of ten business days (excluding District holidays). In the event processing of your request will take longer than ten business days, Fisd will notify you of the projected time frame for completion. If the District receives a written request by U.S. mail and cannot adequately establish the actual date on which the District received the request, the written request is considered to have been received by the District on the third business day after the date of the postmark on a properly addressed request, Gov't Code, 552.301 (a-1).

According to the Texas Attorney General, "if information requested is unclear or if large amounts of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information." Please cooperate with Fisd's reasonable efforts to clarify the type or amount of information requested. The Texas Public Information Act allows a governmental body to recover costs relating to reproducing public information. Additionally, a request for copies that results in more than fifty pages may be assessed for charges for labor, overhead, and materials. If the estimated charges will exceed \$40.00, you will receive an itemized statement of estimated charges before any work is undertaken.

If information you have requested may be confidential pursuant to the Texas Public Information Act, Fisd must: Seek an Attorney General decision within ten business days of its receipt of your request stating the exceptions to disclosure that it believes are applicable and send you a copy of its letter to the Attorney General requesting a decision within ten business days.

For complaints regarding failure to release public information you may:

**Fredericksburg Independent School District** | 234 Friendship Lane, Fredericksburg, TX 78624



*Fredericksburg Independent School District*

- Contact the Local County or District Attorney
- Contact the Office of the Attorney General, Open Government Hotline at 512-478-6736, or toll-free at 1-877-673-6839

12/09/22 S.R.