

Persons desiring to review information maintained by the District and classified as public information must submit their requests in writing. Requests may be made in any legible form, including on a form provided by the District [see GBAA(EXHIBIT)—A]. The request must reasonably identify the information desired to be inspected or copied.

The District has designated the following mailing and email addresses to receive written requests for public information:

Mailing address: *PO Box 632, Rockdale, TX 76567*

Email address: *dshelander@rockdaleisd.net*

The above designated addresses have also been published on the District's website or required PIA sign. Therefore, the District will not respond to a written request for public information that is not received at one of the above addresses, by hand delivery, or by a method approved by the District as indicated on the District's website or required PIA sign.

**Requester
Identification**

The requester's name and a method of contact to provide responsive information must appear on the request. The District may require a photo identification card, such as a driver's license, to verify the person's identity prior to disclosing certain information, such as unredacted information available under special rights of access.

Requests will be handled in the order in which they are received. If the District cannot determine the actual receipt date of a request properly submitted by U.S. mail, the request is considered to have been received on the third business day after the postmark date.

Waiver of Charges

A schedule of charges for any requested copies of information will be made available to all requesters.

As allowed by law, the District will waive charges under \$10 due to the cost of collection exceeding the amount that would be collected.

Unless the requester is exempted by law, the District will charge for additional personnel time spent producing information after District personnel have spent 36 hours of time during the District's fiscal year or 15 hours of time during a one-month period. The District will keep track of the time spent in complying with each request. The District will provide each requester with a statement detailing the time spent in complying with each request and the cumulative amount of time the requester has accrued towards the established limit. [See GBAA(LOCAL)]

**Information
Unavailable**

In the event the requested information is not available at the time of the request due to active use or being in storage, the officer for public information will notify the requester in writing and will set a date and hour when the requested information will be available. If the requested information cannot be made available within ten business days after receipt of the request, the officer for public information will notify the requester of that fact in writing and will set a date and hour within a reasonable time when the information will be available. [See GBAA(EXHIBIT)—B]

**Designated
Inspection Area and
Hours**

Persons inspecting information may do so only in a designated inspection area, with a District employee available for assistance. Information may be inspected during regular District business hours and may not be removed from District premises or placed onto non-District devices.

Labor During
Inspection Not
Required

The District is not required to manipulate, compile, or extract information beyond what has been made available at the inspection. For example, the District may present information in the manner maintained by the District and not in a specific manner sought by the requester. The requester may make a new request for copies or additional labor with regard to the information inspected, and the District will provide a new statement of charges for the new request.

**Copy Limit During
Inspection**

The officer for public information may limit the number of pages that can be copied and supplied during a person's visit if the number of copies requested is beyond the reasonable capacity of the available personnel and machines. Copies in excess of the number that can be provided during a single visit may be provided to the requester at a later time and in accordance with applicable cost rules.

**Responding to a
Request**

If the District is required by law to redact information made confidential by law or wishes to redact other information from data or documents it is releasing to the public, it must generally [seek the decision](#)¹ of the attorney general unless it is relying on a previous attorney general determination to redact information.

Redacting
Information

In addition to previous determinations, a district does not need to request an attorney general decision if it is redacting information under sections of the PIA that give the District explicit permission to redact information without requesting an attorney general decision if certain conditions under the PIA are met. These sections include:

- Student record information (Government Code 552.114);

- Social security numbers (Government Code 552.147);
- Certain personal information of a current or former District employee if an election of confidentiality is made in compliance with Government Code 552.024 (Government Code 552.117);
- Certain personal information of a current or former Board member, held by the District in an employment capacity, if an election of confidentiality is made in compliance with Government Code 552.024 (Government Code 552.117);
- Motor vehicle record information (Government Code 552.130);
- Account and access device numbers, including credit cards, debit cards, or charge cards (Government Code 552.136);
- Family violence shelter center, victims of trafficking shelter center, and sexual assault program information (Government Code 552.138);
- Certain personal information of enumerated individuals, including peace officers and elected public officers, if an election of confidentiality is made in compliance with Government Code 552.1175 (Government Code 552.1175);
- Certain personal information of enumerated individuals, including peace officers and elected public officers, held by the District in a non-employment capacity, if an election of confidentiality is made in compliance with Government Code 552.1175 (Government Code 552.1175); and
- Specific categories of information that can be withheld by all governmental bodies without the necessity of requesting an attorney general decision as previously determined by the attorney general, including direct deposit forms; employment forms I-9, W-2, W-4; fingerprints; peace officer L-2 and L-3 declarations; and Form DD-214 or other military discharge records (Atty. Gen. ORD 684).

When redacting information covered by Government Code sections 552.024, .1175, .130, .136, and .138, the District will provide requesters the information required by the attorney general, including specific [form notice](#),² which can be accessed at the website of the Office of the Attorney General, as applicable.

A request to the attorney general for a ruling may not be needed when the District is relying on a previous determination about responsive information.

When redacting information as expressly authorized by a previous determination that is specific to the District or that applies to all governmental bodies, the District will notify the requester in writing of the applicable decision or ruling.

When redacting information as expressly authorized by the PIA and for which the attorney general does not provide a form notice, the District will provide a statement about the applicable legal authority.

[See GBAA(EXHIBIT)—B]

Unless expressly authorized by law, the District will submit a written request to the attorney general for a written decision when seeking to redact or withhold access to requested information.

Information on Personal Devices

If the District's officer for public information is aware of facts sufficient to warrant a reasonable belief that a former or current District employee or Board member has possession, custody, or control of requested information subject to disclosure, and that information has not been provided to the District by the employee or Board member, the officer will make reasonable efforts to obtain the information without which the District cannot comply with duties imposed by the PIA.

Reasonable efforts may include:

- Verbal directive;
- Written directive;
- Remote access retrieval from District-owned devices and services in accordance with law and policy; and

[See BBI, CQ, GB]

Failure to surrender or return the requested information may result in disciplinary action or other actions allowed by law.

¹ Responding to a PIA Request: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request>

² Redacting Public Information Rules and Forms: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/redacting-public-information>