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**Note:** See BBE(EXHIBIT—B) for a sample form to track Board member requests for information, including the cost of responding to one or more requests by an individual Board member.

The following regulation should be revised to reflect the District's BBE(LOCAL) policy and any applicable Board operating procedures.

Additional resources related to Board member requests for records and the District's obligations to track, along with sample Board operating procedures, are available on the [TASB School Law eSource](#).<sup>1</sup>

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**Guidelines for  
Providing Access to  
Information,  
Records, and  
Documents**

Documents requested by Board action will be provided within the time frame and in the manner determined at the Board meeting.

Documents and records requested outside a Board meeting by a committee of the Board or by an individual Board member acting in his or her official capacity will ordinarily be made available in accordance with law, which is within 20 business days. If the District is unable to provide access to the requested records within this time frame because of the amount, age, or location of the requested information, the Superintendent will inform the requesting Board member or Board committee when the records will be available; however, the response period will not exceed 30 business days.

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To the extent a responsive record contains personally identifiable confidential information, the District will provide the information but will redact any personally identifiable, confidential information in accordance with the law.

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**Posting and  
Reporting  
Requirements**

When a request for records from an individual Board member meets the requirements for tracking under law and Board operating procedures, the District will maintain a record of such requests and, in accordance with law, will:

- Post the cost of responding to one or more requests submitted by a Board member if the requests are for 200 or more pages of material in a 90-day period; and
- Report to TEA, no later than September 1 of each year, the number of requests submitted by an individual Board member

BOARD MEMBERS  
AUTHORITY

BBE  
(REGULATION)

during the preceding school year and the total cost to the District for that school year of responding to these requests.

For tracking purposes, the cost of the request will be calculated as if the Board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the attorney general rules for charges under the Texas Public Information Act. No cost will actually be charged to the Board member.

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<sup>1</sup> TASB School Law eSource: <https://www.tasb.org/services/legal-services/tasb-school-law-essource/governance/board-member-responsibilities.aspx>