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**Note:** Please refer to the [Public Information Act Handbook](#)<sup>1</sup> from the Office of the Attorney General to view additional forms, including a step-by-step guide to Public Information Act Deadlines for Governmental Bodies (Part Seven), a sample Notice Statement to Persons Whose Proprietary Information is Requested (Part Eight), and Government Code 552.024 Public Access Option Form (Part Nine).

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<sup>1</sup> Public Information Act Handbook: [https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo\\_hb.pdf](https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo_hb.pdf)



## Exhibit A—Sample Request for Information Form

**Note:** This sample request form and the attorney general’s [Texas Public Information Act Information Request Form](#)<sup>1</sup> may be used, but is not required, to request information from the District. A requester may use any form or format that complies with the requirements of the Public Information Act to submit a request for information to the District.

In accordance with GBAA(LEGAL) and the Texas Public Information Act, I request that the following District information be made available to me as copies or for my inspection. I agree to pay the duplication costs if the cost does not exceed \$40. I understand that if the cost will exceed \$40, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made. I understand that the information I provide on this form is subject to public disclosure in accordance with law.

I understand that I may permit the District to redact responsive information the District considers confidential, without requesting a written decision from the attorney general. I understand that I am not required to provide such permission but doing so may streamline the handling of my request or reduce costs. If I agree to redactions in this request, as indicated below, I understand I may request the redacted information in a future information request if desired.

Public information requested (include description adequate to clarify request)	Inspection only (Circle one)	Copies requested (Circle one)	Number of copies requested	Copy format (circle appropriate choice for paper or electronic)	Allow District to redact information that may be confidential under PIA exceptions?
	Yes	Yes		Paper – mailed	Yes
	No	No		Paper – will pick up Electronic	No
	Yes	Yes		Paper – mailed	Yes
	No	No		Paper – will pick up Electronic	No

INFORMATION ACCESS  
REQUESTS FOR INFORMATION

GBAA  
(EXHIBIT)

Public information requested (include description adequate to clarify request)	Inspection only (Circle one)	Copies requested (Circle one)	Number of copies requested	Copy format (circle appropriate choice for paper or electronic)	Allow District to redact information that may be confidential under PIA exceptions?
	Yes	Yes		Paper – mailed	Yes
	No	No		Paper – will pick up Electronic	No

Name of person requesting information: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email address (if requesting electronic copy): \_\_\_\_\_

*This completed form should be presented to the officer for public information or in a manner acceptable to the District under law.*

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**For District's Internal Use Only**

From: Officer for Public Information

To: Principal, department head, or other records custodian

Date: \_\_\_\_\_

The District received this request for public information on \_\_\_\_\_ (date). Please take the following actions no later than \_\_\_\_\_ (date).

- Request for Copies: If this information is readily available, please return this form and copies of requested information to my office. If sensitive, confidential, voluminous, or electronic information is included, please contact the officer for public information for further instructions, if any, prior to disclosure or transfer concerning the method of disclosure or transfer.

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- Request for Inspection: If this information is readily available, please return this form indicating the place, dates, and times the requested information will be available for in-person inspection. If sensitive, confidential, voluminous, or electronic information is included, please contact the officer for public information for further instructions prior to disclosure.
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- If this information is not readily available for either inspection or duplication, please explain the circumstances preventing availability and indicate place, date, and time the requested information will be available for copies or inspection:
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<sup>1</sup> Texas Public Information Act Information Request Form: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/public-information-request-form>



## Exhibit B—Sample Response to Request for Information

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**Note:** 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)*

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From: Officer for Public Information

To: Person requesting information

Date: \_\_\_\_\_

Your request for public information was received by the District on \_\_\_\_\_ (date).

- The information will be available for inspection at \_\_\_\_\_ (location) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).
- Copies of the information you requested are ready and may be picked up at \_\_\_\_\_ (location) between 8:00 a.m. and 5:00 p.m. The charge for copies you requested will be \$ \_\_\_\_\_. Please bring exact change if paying with cash.
- Copies of the information you requested are hereby being provided on \_\_\_\_\_ (date) by \_\_\_\_\_ (method of disclosure, for example, mail, email, hand delivery, facsimile, overnight or express mail.). Enclosed is an invoice for charges of copies. Please make payment as indicated immediately upon receipt.
- The information is not readily available because \_\_\_\_\_. The information will be available at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).
- All or some of the information you requested is confidential or otherwise protected from disclosure under the Texas Public Information Act (PIA). This information includes:  
\_\_\_\_\_  
\_\_\_\_\_

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**[Select one or both as applicable:]**

- In accordance with the PIA, the District has asked for a decision from the attorney general about whether the information you requested is within an exception to public disclosure. Attached to this form, you will find a copy of our written communication to the attorney general asking for the decision. If our written communication to the attorney general discloses the requested information, that information will have been redacted from the copy you receive. **(If checking this item, attach to this form a copy of the District's communication to the attorney general, with redactions if legally authorized.)**

INFORMATION ACCESS  
REQUESTS FOR INFORMATION

GBAA  
(EXHIBIT)

- In accordance with the PIA, the District has made redactions required by law that do not require the District to request a ruling from the attorney general. Attached to this form, you will find the required form notice provided by the attorney general's office that is required to accompany certain responsive information to your request that has been redacted.
- The information you requested does not exist.
- Some of the information you requested does not exist. This information includes:

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Officer for Public Information: \_\_\_\_\_

## **Exhibit C—Sample Letter of Estimated Charges**

Please refer to the [cost estimator tool](#)<sup>1</sup> on the attorney general's website for information. The cost estimator will automatically calculate the charges based on your inputs and generate a sample letter to the requestor. The cost estimator is based on charges established by the attorney general. Consult your school attorney if your charges are based on charges established by the District.

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<sup>1</sup> Texas Attorney General, Cost Estimator Tool: <https://www.texasattorneygeneral.gov/og/public-information-cost-estimate-model>