REQUESTS FOR INFORMATION

Persons desiring to review documents maintained by the District and classified as public information may submit their requests, in writing, on forms provided by the District [see GBAA(EXHIBIT)] or in any other written manner that sets forth the required information. The request must properly identify the document or documents to be inspected.

The requestor's name and address 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.

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)*

Requests will be handled in the order in which they are received.

FEES

A schedule of charges for any requested copies of records will be made available to all persons requesting records. If the cost of copies will exceed $40, the District will prepare a written estimate of charges and the availability of any less expensive method for viewing the information. [See GBAA(EXHIBIT)] If an estimate of charges is necessary, the copies will be made available only if the requestor responds in writing within ten days to indicate that he or she modified the request or is willing to accept the charges and still wants the copies as originally requested. Payment must be made to the officer for public records.

DOCUMENTS UNAVAILABLE

In the event the requested documents are not available at the time the request to review or receive copies of documents is submitted, the Superintendent or designee will notify the requestor in writing and will set a date and hour when the requested materials will be available. If the requested documents cannot be made available within ten business days after receipt of the request, the Superintendent or designee will notify the requestor of that fact in writing and will set a date and hour within a reasonable time when the information will be available.

DESIGNATED INSPECTION AREA AND HOURS

Persons inspecting documents may do so only in a designated inspection area, with a District employee available for assistance. Documents may be inspected during regular school hours.

COPY LIMIT

The Superintendent or designee 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 num-

ber available during a single visit will be made and will be mailed to the requestor.

REDACTING INFORMATION

If the District wishes to redact information from data or documents it is releasing to the public, it must generally seek the decision of the attorney general unless it is relying on a previous attorney general determination to redact information.

A District does not need to request an attorney general decision if it is redacting information under one of the five sections of the Public Information Act that gives the District explicit permission to redact information without requesting an attorney general decision. These sections include:

- Personal information of employee or official (552.024);
- Motor Vehicle Records (552.130);
- Credit card, debit card, or charge card (552.136);
- Family violence shelter center and sexual assault program information (552.138); and
- Personal information of peace officers (552.1175).

The attorney general requires that the District use forms that it provides when redacting such information, which can be accessed at the website of the Office of the Attorney General.

[See https://www.oag.state.tx.us/open/ord_forms.shtml]