Texas Public Information Act Request Procedures

Requests for public information (formally known as Open Records Requests) are handled in accordance with the Texas Public Information Act, Texas Government Code § 552.01

All requests for public information should be submitted to Andrews ISD, Attention: Superintendent's Office. This procedure allows the district to accurately document the date each request is received and respond to the requestor promptly. If the request cannot be produced within ten (10) business days, the Superintendent's Office will notify the requestor of the reasonable date and time of when the information is expected to be available.

Procedures for making a request: The request must ask for records or information already in existence. The Act does not require the district to create new information, to do legal research, or to answer questions.

Charges to the requestor: A person can ask to view the information, receive copies of the information, or both. The district will assess copying and/or compiling fees based on the fee schedule set out by the state. If charges should occur, the district will send an itemized estimate and ask for a response in writing and/or payment within ten (10) business days, verifying that the requestor accepts, modifies, or denies the cost being charged.

Responsibility of the requestor: Any person who requests public information has the responsibility to:

- Submit the request to Andrews ISD by:
  - Mail – Andrews ISD, Superintendent's Office, 405 NW 3rd St., Andrews, TX 79714
  - Email: bazam@andrews.esc18.net
  - In person – Andrews ISD, Superintendent's Office, 405 NW 3rd St., Andrews, TX 79714
- Include enough description and detail of the information being requested so that the district can accurately identify and locate the information
- Cooperate with the district's reasonable requests to clarify the type, or amount, of information that is requested

The district shall promptly release requested information that is not confidential by law. Documents considered public information shall be made available for review and/or copying. For any items that the district wishes to withhold, the district will ask for a ruling from the Office of the Texas Attorney General. The requestor will be sent a copy of that communication. If the request cannot be produced within ten (10) business days, the Superintendent's Office will notify the requestor of the reasonable date and time of when the information is expected to be available. All questions concerning Public Information Requests should be directed to the Andrews ISD, Superintendent's Office at (806) 523-3640

AISD Public Records Request Report

2010

AISD Log #	Date Received	Requestor	Company	Information Requested
2010001	11/09/2010	Jordan Brownwood	TXPublic Policy Found	Employee Data
2010002	11/12/2010	Hilary Smith	Univ. of Michigan	Bond Data

2011

AISD Log #	Date Received	Requestor	Company	Information Requested
2011001	06/07/2011	Chris Mead	n/a	Employee Data
2011002	06/24/2011	Marc Beckstrom	n/a	Employee Data

2012

AISD Log #	Date Received	Requestor	Company	Information Requested
2012001	08/01/2012	Ryan C. Nilsson	Odessa American	Student Data / Business Office Transactions
2012002	10/11/2012	Adam Zuvanich	Odessa American	Personnel Records

2013

AISD Log #	Date Received	Requestor	Company	Information Requested
2013001	05/01/2013	Minjie Xu	Texas A&M	Student Data
2013002	09/30/2013	Katie L.	Publictransparency.org	Financial Services Records
2013003	12/17/2013	Kaye Rogers	iUnivesitry Prep	Student Data

2014

AISD Log #	Date Received	Requestor	Company	Information Requested
2014001	09/11/2014	Kevin Schaffer	Texasendergyabc	Business Office Transactions
2014002	09/24/2014	Elizabeth J.	n/a	Employee Data
2014003	09/29/2014	Larry Autry	TXU Energy	Business Office Transactions

2015

AISD Log #	Date Received	Requestor	Company	Information Requested
2015001	09/05/2015	Jeff Butler	n/a	Employee Data

2016

AISD Log #	Date Received	Requestor	Company	Information Requested
2016001	05/31/2016	Trisha Trigillo	Office of Civil Rights	Student Information
2016002	08/03/2016	Katherine Fearn	Office of Civil Rights	Student Information

2017

AISD Log #	Date Received	Requestor	Company	Information Requested
2017001	01/17/2017	Gerald Tracy	NewsWest9	Employment Data
2017002	06/12/2017	Jake Gadon	CBS7	Employment Data
2017003	08/21/2017	Colleen Elbe	Disability Rights Texas	Special Education Data
2017004	08/31/2017	Alejandro Garcia	Parents Foundation	Employee Records
2017005	09/14/2017	James Szewczyk	Emory University	Board Records/Election Data
2017006	10/27/2017	Annie Daniel	Texas Tribune	District Data
2017007	12/4/2017	Scott Schneider	Kmid.tv	District Communications

2018

AISD Log #	Date Received	Requestor	Company	Information Requested
2018001	04/18/2018	Danielle Young	n/a	Tax Office/Board Records
2018002	06/11/2018	Barbara Goodman Manger	n/a	Election/Voting Data
2018003	08/27/2018	Jennifer Orson	n/a	Employee Records
2018004	10/08/2018	Adam Barney	opengovbooktx	Financial Services Records

2019

AISD Log #	Date Received	Requestor	Company	Information Requested
2019001	05/10/2019	ACLU TX	ACLU TX	Library Services Records
2019002	10/01/19	Sarah Rafique	KTRK-TV	Student Discipline (Vaping Incidents)
2019003		sbassham FOIA	Responsiveed.com	Student List
2019004	12/03/2019	ACLU TX	ACLU TX	Library Books Data

2020

AISD Log #	Date Received	Requestor	Company	Information Requested
2020001	03/05/2020	Jose B	algynsolutions.com	Employment Data
2020002	04/14/2020	Jeff Alexander	n/a	Financial Services Records
2020003	05/08/2020	Danielle Ryan	equitable.com	Employment Data
2020004	09/14/2020	Stephanie Schreiner	American Transparency	Financial Records
2020005	10/19/2020	Amaryllis Park	TX A&M	Student Health Data
2020006	11/20/2020	Sandra Eades	n/a	Special Education Data
2021007	11/16/2020	TexasOpen the Books	TexasOpen the Books	Financial Services Records
2020008	12/02/2020	Veronica Rodriguez	n/a	Employee Records

2021

AISD Log #	Date Received	Requestor	Company	Information Requested
2021001	04/19/2021	Joe Sutton	n/a	Technology Infrastructure Data
2021002	05/26/2021	Alyssa Tochterman	PRMC Andrews	COVID Reporting Protocol (through TEA complaint)
2021003	05/29/2021	Mandy Dorman	Dorman, Bell, Kramer LLP	Employment Data
2021004	06/11/2021	Richard Garza	n/a	Employment Records
2021005	06/17/2021	Caleb Horton	n/a	Board Records/Election Data
2021006	06/18/2021	Era Quintanilla	ERP Support Team	Employment Data
2021007	06/18/2021	Richard Garza	n/a	Employment Data
2021008	08/14/2021	txrattler00@gmail.com	txrattler00@gmail.com	Employment Data
2021008	08/16/2021	Alyssa Tochterman	PRMC Andrews	Concussion Oversight Protocol (through UIL complaint)
2021010	08/19/2021	kdowd@bluelearning.com	FOIA Requests	Student Data
2020011	12/09/2021	Angel Tomis	Steep Steel, LLC	Phone/Technology Infrastructure Data
2020012	12/10/2021	Mandy Dorman	Dorman, Bell, Kramer LLP	Employment Data

2022

AISD Log #	Date Received	Requestor	Company	Information Requested
2022001	09/14/2022	Hye Jung Han	HRW	Technology Infrastructure Data
2022005	11/10/2022	Eric Chung	SmartProcure	Financial Services Records

2023

AISD Log #	Date Received	Requestor	Company	Information Requested
2023001	02/17/2023	Theodore P. Magee	UT Austin Law	Student Discipline Data (weapons)
2022002	04/21/22	Ralph Liam	UTSA	Student Enrollment Data
2022003	04/19/2022	Era Quintanilla	ERP Support	Employment Data
2022004	05/31/2022	Theodore P. Magee	UT Austin Law	Student Discipline Data (weapons)
2023005	06/27/2023	Ida Poblano	ResponsiveEd	District Records
2023006	08/16/2023	Kimberly Maneja	n/a	Employment Data
2022007	08/15/2022	Era Quintanilla	ERP Support	Employee Data
2023008	09/26/2023	Kimberly Maneja	n/a	Employment Data
2023009	10/17/2023	Gabe Gonzales	Educationretirement.org	Employment Data
2023010	10/25/2023	Jessica Mendoza	OIC	Employment Data
2023011	11/09/2023	FOIA Requests	ResponsiveEd	Student Data
2023012	11/09/2023	FOIA Requests	ResponsiveEd	Student Data
2023013	12/12/2023	Josuhua Sanders	n/a	Board Records/Election Data

2024

AISD Log #	Date Received	Requestor	Company	Information Requested
2024001	03/25/2024	Meredith Ware	n/a	Employee Records (TEA investigation)
2024002	04/04/2024	Tamara Underwood	n/a	Employee Records (TEA investigation)
2024003	04/30/2024	Kimberly Maneja	n/a	Employment Data
2024004	06/04/2024	Kit Ian Mausisa	Texas Scorecard	Student Program Data / Employee Data
2024005	06/18/2024	Cindy Bills	us.navy.gov	Student Data
2024006	11/11/2024	Woo	The Data Branch	Purchase Order Data
2024007	11/13/2024	Lucille Barnes	n/a	Student Data
2024008	11/13/2024	Lucille Barnes	n/a	Worker’s Comp Data
2024009	11/13/2024	Lucille Barnes	n/a	Property Insurance Data

2025

AISD Log #	Date Received	Requestor	Company	Information Requested
2025010	01/10/2025	Sarah James	Employee Data Analytics	Employee Data
2025011	01/31/2025	Jessica Mendoza	n/a	Employee Data
2025012	02/24/2025	Janice Butler	n/a	EPP Data (through the OAG office)
2025013	03/06/2025	Jessica Mendoza	n/a	Employee Data
2025014	03/19/2025	Shelby Nickels	n/a	Board Records
2025015	04/03/2025	Eric Chung	SmartProcure	Employee Data
2025016	05/15/2025	Priscilla Ramirez	n/a	Student Records
2025017	06/12/2025	Brandon Max	Recordsretrievalsolutions	Purchase Order Data
2025018	07/31/2025	Brandon Max	Recordsretrievalsolutions	Purchase Order Data
2025019	08/14/2025	Kimberly Maneja	n/a	Employee Data
2025020	09/17/2025	Jacob Long	publicdataresearch	Employee Data
2025021	09/26/2025	Amadna Talabac	MISD	Student Records
2025022	09/10/2025	ACLU	ACLU	Student Records (Transgender Laws)
2025023	10/02/2025	Justin Wenig	Starbridgefilebase.com	Instructional Material Data
2025024	10/13/2025	Gema Padgett	TEE	Employee Data
20250125	10/20/2025	Kimberly Maneja	n/a	Employee Data
2025026	10/28/2025	Justin Wenig	Starbridgefilebase.com	Instructional Material/Vendor Data
2025027	11/10/2025	Amy Vichich	Sunlight-records	Purchase Order Data
2025028	11/10/2025	Jameson Jessup	My.Child.Wins	Student Records (SPED)
2025029	11/10/2025	Amy Vichih / Oshea Smith	Sunlight Access	Purchase Order Records
2025030	11/14/2025	FOIA Requests	lonestarstandard	Employee Data
2025031	11/14/2025	Tim Lee	TRTA	Employee Data
2025032	12/02/2025	Nichole Neel	Parent	Special Education Records

202533	12/19/2025	David Pipes	Community	Employee Data

2026

AISD Log #	Date Received	Requestor	Company	Information Requested
2026001	02/02/2026	D. Wesley	n/a	EPP Data (through the OAG office)
2026002	03/18/2026	Callie Robles	n/a	Video footage of incident (specific to her child/spouse).