

Request for Information

Persons desiring to review documents maintained by the District and classified as open records shall submit their written request (mail, fax, e-mail, or in person) to the public information officer.

The request shall include enough description and detail about the information requested to enable the public information officer to accurately identify and locate the items requested. The requester shall cooperate with the public information officer, who shall put forth reasonable efforts, to clarify the type or amount of information requested.

Information that is readily accessible shall be promptly made available for inspection or duplication upon receipt of the request. Information that is in storage or in active use shall be made available within ten working days.

Designated Inspection Area

Persons inspecting documents may do so only in a designated inspection area, and a District employee shall be available for assistance. The requester may choose whether to inspect the requested information (most often at no charge), receive copies of the information, or both. Documents may be inspected during regular school hours.

Charges

The charge for providing a copy of public information shall be an amount that reasonably includes all costs related to reproducing the public information, including the cost of materials, labor, and overhead in accordance with law.

Charging for
Personnel Time

As authorized by law, the District shall charge a requester for additional personnel time spent producing information for the requester after personnel of the District have collectively spent:

1. 36 hours of time during the District's fiscal year; or
2. 15 hours of time during a one-month period.

Requests Submitted in the Name of a Minor

Any time spent complying with a request for public information submitted in the name of a minor, as defined by Section 101.003 (a), Family Code, is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian, or other person establishes that another person submitted that request in the name of the minor.

Suspension of Public Information Act During Catastrophe

In the event of a catastrophe, as defined by law, affecting the District, the Board delegates to the Superintendent the authority to suspend the applicability of Government Code Chapter 552 to the

District for the period of time permitted by law and provide the required notices to the attorney general and public. The Board shall approve any extension of an initial suspension period.