

Texas Public Information Act Request Procedures

Requests for public information (formerly known as open records requests) are handled in accordance with the Texas Public Information Act, Texas Government Code § 552.01 (et seq).

All requests for public information should be submitted to Robstown ISD, Attn: Kelsey Cook, Director of Human Resources/Public Relations. 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 10 business days, the Assistant Superintendent will notify the requestor in writing of the reasonable date and time when it will be available.

Procedures for making a request: The request must ask for records or information already in existence. The TPIA 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 code. If charges should occur, the district will send an itemized estimate and ask for a response in writing and/or payment within (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 in writing to RISD by:

§ **Mail** – Robstown ISD Attn: Kelsey Cook, Director of Human Resources/Public Relations, 801 N. First Street Robstown, TX 78380

§ **Fax** – (361) 767-6553

§ **E-mail** – Kelsey.picou@robstownisd.org

§ **In person** – Kelsey Cook, Director of Human Resources/Public Relations, 801 N. First Street Robstown, TX 78380

- Include enough description and detail of the information being requested so the district can accurately identify and locate the information (for your convenience, please see the Public Request form available for download); and

- Cooperate with the District's reasonable requests that clarify the type or amount of information that is requested.

The district shall promptly release requested information that is not confidential by law. Under Texas Government Code §552.117 (a) (1), employees may choose by written request to keep their address, phone number, social security number, and family information private. The District has the responsibility to withhold this information, if applicable. 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 10 business days, the Assistant Superintendent will notify the requestor in writing of the reasonable date and costs if applicable.

For more information about access to public information, visit the district's board policies, GB series, available through the district website, or visit the website of the Attorney General of Texas, www.oag.state.tx.us/open/requestors.shtml.

All questions concerning public information requests should be directed to Robstown ISD Public Information Designee, Kelsey Cook.