



# PUBLIC INFORMATION

## Wortham ISD

### *Media & Public Relations*

## 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 (et seq).

All requests for public information should be submitted to Wortham ISD, Attention: Administration 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 Public Information Office will notify the requestor of the reasonable date and time of when the information is expected to be available.

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 Public Information 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 Superintendent David Allen.

**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.

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

1. Submit the request to Wortham ISD by:
  - Mail – Wortham ISD, Administration Office, PO Box 247, Wortham, TX 76693
  - Fax – 254-765-3473
  - Email – [david.allen@worthamisd.org](mailto:david.allen@worthamisd.org)
2. Include enough description and detail of the information being requested so that the district can accurately identify and locate the information.
3. Cooperate with the district's reasonable requests to clarify the type, or amount, of information that is requested.

**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 changes 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.

**Open Records – Price List:** The charges in this list, to recover costs associated with providing copies of public information, are based on the estimated average costs to governmental bodies across the state.

The charges are as follows:

- Standard paper cost: \$.10 per page
- Oversized paper: \$.50 per page (11'x17', does not include maps or photos on specialty paper)
- CD-RW/CD-R: \$1.00
- Miscellaneous supplies:
  - Other electronic media: actual cost
  - Audio Cassette: \$1.00
  - Specialty Paper: actual cost
  - The cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information may be added to the total charge for public information
- Postage: actual cost
- Labor charge for locating, compiling, and reproducing: \$15.00/hour (a labor charge shall not be billed in connection with complying requests that are for 50 pages (or fewer), or paper records, unless the documents are located in two (2) or more separate buildings or a remote storage facility).