



**PUBLIC INFORMATION REQUEST**

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide at least one of the following: a mailing address, a telephone number, a facsimile number and/or an email address so that Tyler ISD has a method of communicating with you to efficiently and promptly furnish the information you requested.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number (FAX): \_\_\_\_\_

Email Address: \_\_\_\_\_

“Public information” means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by the Board or for the Board and to which the Board has a right of access. Gov. Code 552.002 (a) and District Policy, GBA and GBAA (Legal).

The District shall “promptly” produce readily available public information for inspection, duplication, or both on application by any person to the Records Management Office. “Promptly” means as soon as possible under the circumstances, that is, within a reasonable time, without delay. In the event that information is stored, will require programming or manipulation of data, or otherwise is not readily available, an estimation of the time when the information will be available will be given within (10) business days.

Please clearly and concisely describe the information being requested.

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Please check or indicate: \_\_\_\_\_ Inspection only or \_\_\_\_\_ Number of copies/sets requested

If you are requesting copies, please indicate below whether you prefer: (a) to pick-up the information in person at the Records Management Office, located at Plyler Complex, 807 West Glenwood, during our regular business hours or (b) for Tyler ISD to send the information to you by mail (postage & handling charges may apply).

Please check or indicate: \_\_\_\_\_ Requestor pick-up or \_\_\_\_\_ mail

\*Please note that if copies are requested, the charge for standard-paper copies is \$0.10 per page. Please refer tp Tyler ISD policy GBAA (Exhibit) for additional information on charges, including postage & handling fees and or to obtain information regarding charges for nonstandard copies. A complete copy of charges is available in the Records Management Office.