

person inspection. If sensitive, confidential, voluminous, or electronic information is included, please contact the officer for public information for further instructions prior to disclosure.

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- ☐ If this information is not readily available for either inspection or duplication, please explain the circumstances preventing availability and indicate place, date, and time the requested information will be available for copies or inspection:
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¹ Texas Public Information Act Information Request Form: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/public-information-request-form>

INFORMATION ACCESS
REQUESTS FOR INFORMATION

GBAA
(EXHIBIT)

Public information requested (include description adequate to clarify request)	Inspection only (Circle one)	Copies requested (Circle one)	Number of copies requested	Copy format (circle appropriate choice for paper or electronic)	Allow District to redact information that may be confidential under PIA exceptions?
	Yes	Yes		Paper – mailed	Yes
	No	No		Paper – will pick up	No
				Electronic	

Name of person requesting information: _____

Phone: _____

Mailing Address: _____

City / State / Zip: _____

Email address (if requesting electronic copy): _____

*This completed form should be presented to the Superintendent's office or email to
CCISDPIR@ccisdtx.com upon completion.*

For District's Internal Use Only

From: Officer for Public Information

To: Principal, department head, or other records custodian

Date: _____

The District received this request for public information on _____ (date). Please take the following actions no later than _____ (date).

- ☐ Request for Copies: If this information is readily available, please return this form and copies of requested information to my office. If sensitive, confidential, voluminous, or electronic information is included, please contact the officer for public information for further instructions, if any, prior to disclosure or transfer concerning the method of disclosure or transfer.
- ☐ Request for Inspection: If this information is readily available, please return this form indicating the place, dates, and times the requested information will be available for in-

Corrigan-Camden ISD Request for Information Form

Note: This sample request form and the attorney general's Texas Public Information Act Information Request Form¹ may be used, but is not required, to request information from the District. A requester may use any form or format that complies with the requirements of the Public Information Act to submit a request for information to the District.

In accordance with GBAA(LEGAL) and the Texas Public Information Act, I request that the following District information be made available to me as copies or for my inspection. I agree to pay the duplication costs if the cost does not exceed \$40. I understand that if the cost will exceed \$40, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made. I understand that the information I provide on this form is subject to public disclosure in accordance with law.

I understand that I may permit the District to redact responsive information the District considers confidential, without requesting a written decision from the attorney general. I understand that I am not required to provide such permission but doing so may streamline the handling of my request or reduce costs. If I agree to redactions in this request, as indicated below, I understand I may request the redacted information in a future information request if desired.

Public information requested (include description adequate to clarify request)	Inspection only (Circle one)	Copies requested (Circle one)	Number of copies requested	Copy format (circle appropriate choice for paper or electronic)	Allow District to redact information that may be confidential under PIA exceptions?
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic	Yes No
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic	Yes No

(FERPA), federal law supersedes state law, and information may be withheld not requiring an AG opinion if deemed that it violates student privacy information. Corrigan-Camden ISD Administration Office may be contacted at 936-398-2341 for further questions regarding these Public Information Request Procedures.

PUBLIC INFORMATION REQUEST PROCEDURES

Requests for public information (open records) are handled in accordance with the Texas Public Information Act, Texas Government Code 552.001. All requests for public information should be submitted to the Corrigan-Camden ISD 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 business days, the District 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 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 information, get copies of information, or both. If a request is for copies of information, the District may charge ten cents per copy and may charge \$15 per hour for labor costs associated with processing the request if the number of copies exceeds 50 pages. Charges for labor may also be assessed for multiple requests totaling more than 36 hours in preparation time per fiscal year.

Further explanation of charges is available at www.splendoraisd.org under Board Policies or upon request.

Responsibilities of the requestor:

Any person requesting public information has the responsibility to:

1. Complete and Submit the Request for Public Information Form

to: Corrigan-Camden ISD, 504 South Home St., Corrigan, Texas 75939 or by email: **CCISDPIR@ccisdtx.com**

2. Include enough description and detail of the information so the District can accurately identify and locate the items requested.

3. Clarify the type or amount of information requested if needed. The District shall release requested information that is not confidential by law. For items the District chooses to withhold, a ruling will be requested from the Office of the Attorney General. The requestor will be sent a copy of that communication. If the information requested falls under the Family Educational Rights and Privacy Act