



Beeville Independent School District

201 N. St. Mary's Street, Beeville, Texas 78102

Tel (361) 358-7111 Fax (361) 358-7837

PUBLIC INFORMATION REQUEST

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

Requestor Name (Print): _____ Date: _____

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 (Legal).

The District shall “promptly” release requested information that is not confidential by law. “Promptly” means as soon as possible under the circumstances, that is, within a reasonable time, without delay. 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 Personnel Department will notify the requester in writing of the reasonable date and costs if applicable.

Please clearly and concisely describe the information being requested.

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 Beeville ISD, located at 201 N. Saint Mary's St., during our regular business hours; or: (b) for Beeville 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. If requesting your copy by mail please submit payment to Beeville ISD, Attn: Personnel Department using the address listed above.

Signature of Requestor

FOR DISTRICT USE ONLY

Date received: _____ Received (employee): _____

Action taken by District in obtaining information: _____

Date Information Released: _____ Employee releasing info: _____ Fee Received: \$ _____