

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 the Riviera 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 (10) business days, the Superintendent or Business Manager 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 Texas Public Information 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 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 ten (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 completed Public Information Request form to Riviera ISD by:
 - Mail: Riviera Independent School District, Administration Office, 203 Seahawk Dr., Riviera, Texas 78379
 - Fax: (361) 296-3108
 - Email: ehavner@rivieraisd.esc2.net (or) dhickey@rivieraisd.esc2.net
 - In person: 203 Seahawk Drive, Riviera, Texas 78379
- 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 districts 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. 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 Superintendent or Business Manager will notify the requestor in writing of the reasonable date and costs, if applicable.

All questions concerning public information requests should be directed to the Riviera ISD Superintendent or Business Manager.

Riviera Independent School District

203 Seahawk Drive Riviera, Texas 78379

Tel (361) 296-3101 Fax (361) 296-3108

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 Riviera ISD has a method of communicating with you to efficiently and promptly furnish the information you requested.

Requestor Name (Please 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 District will notify the requestor in writing of the reasonable date and costs, if applicable.

Please clearly and concisely describe the information being requested:

Please check or indicate: _____ For inspection only (or) Number of copies/sets requested _____

Signature of Requestor



FOR DISTRICT USE ONLY

Date Received: _____ Received By (employee): _____

Action Taken By District In Obtaining Information:

Date Information Released: _____ Employee Releasing Info: _____