



WEST ORANGE – COVE CISD

902 W. Park Avenue, P.O. Box 1107

Orange, Texas 77631

Phone: 409.882.5500 Fax: 409.882.5467

Texas Public Information Request Procedures

The Texas Public Information Act gives the public the right to request access to government information. The Act is triggered when a person submits a written request to a governmental body. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions. Although the Act makes most government information available to the public, some exceptions exist. If an exception might apply and a governmental body wishes to withhold the information, the governmental body generally must, within ten business days of receiving the open records request, refer the matter to the Office of the Attorney General for a ruling on whether an exception applies.

If a request is for copies of information, the governmental body may charge for the copies. All school policy relating to requests for information, including costs can be viewed via the District's Policy Online at <http://pol.tasb.org/Home/Index/967>. See policies GBA (Legal), GBAA (Legal) and GBAA (Exhibit). WOCCISD charges comply with charges allowed through Subchapter F of the Texas Public Information Act, Government Code Sections 552.261 through 552.274. If the cost of a request is expected to exceed \$40, a staff member will send an estimate letter to the requestor. The letter will include an itemized statement of any copying, personnel or mailing charges that will be incurred in fulfilling the request. The requestor must confirm or adjust the request within 10 days in order for the request to be processed. Where estimated costs exceed \$100, the requestor will be required to make a deposit before any records are copied. The deposit will be equal to the estimated cost of reproducing the requested records.

The most common charges are as follows:

- Paper (single-sided, black & white, standard size) -- .10 per page
- Oversize paper, not including maps and photographs -- .50 per page
- CD -- \$1
- Audio Cassette -- \$1
- DVD -- \$3
- Labor Charges – personnel time for locating, compiling and reproducing records -- \$15 / hour
- Computer programming -- \$28.50 hour
- Overhead -- 20% of the personnel or programming charge



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Public Information Request

Today's Date: _____

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. Please list the information that you are requesting under the Texas Public Information Act. Be advised that your request might incur charges for the request of Public Records.

Please Circle / Preferred Format:

Paper Copy

Electronic Copy

Inspection Only

Please circle / Preferred Method of Delivery:

US Mail *(Postage may apply)*

Fax

Email

Pick Up

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email: _____

Signature of Requestor: _____



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Public Information Request Tracking Form

For District Use Only

Name of Requestor: _____

Name of Organization (if applicable): _____

Subject of Request: _____

Date Received: _____

Received by: _____

Individual Responsible: _____

OAG Deadline: _____

Action Taken by District in Obtaining Information:

Cost Estimate Determined

Cost Notes:

If Estimate in excess of \$40, DATE cost estimate provided to Requestor: _____

If Estimate in excess of \$100, Deposit received

Confirmation Received for Cost over \$40

Payment Received, if Cost over \$100

Final Itemized Bill reflecting charges / hours spent

Date Information Released: _____ Method of Delivery: _____

Individual Releasing Information: _____

Please Attach (where applicable):

Copy of Cost Estimate

Copy of Cost Confirmation

Copy of OAG Letter

Copy of Information Released

Copy of Final Charges /Including Documentation of Hours Spent



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PUBLIC INFORMATION FEE SCHEDULE

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 most common charges are listed, for additional charges regarding microfiche, remote document retrieval, or other services not listed, see WOCCISD School Board Policy GBAA.

TYPE OF INFORMATION, MEDIUM, SERVICE REQUESTED	FEE
Standard paper copy, per page <i>(front and back is 2 pages)</i>	\$.10
Oversize paper copy (11" x 17") <i>Does not include maps or photos on specialty paper</i>	\$.50
Specialty paper	Actual Cost
CD –RW / CD-R	\$1.00
DVD	\$1.00
Labor Charge for Locating, Compiling, and reproducing - <i>Labor charges shall not be recovered for time spent by an attorney.</i> When confidential information pursuant to a mandatory exception of the Public Information Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information.	\$15.00 / hour <i>(Labor will not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in two or more separate buildings that are not physically connected to each other or a remote storage facility.)</i>
Personnel Charges: Computer Programmer	\$28.50 / hour
Computer Resource Charges	Mainframe - \$10.00 per CPU minute Midsize - \$1.50 per CPU minute Client / Server - \$2.20 per clock hour PC or LAN - \$1.00 per clock hour
Miscellaneous Supplies <i>(Labels, Boxes, etc.)</i>	Actual Cost
Postage	Actual Cost
Overhead charge	20% of the charge made to cover any labor costs associated with request