



# 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 Arlington ISD public information 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 10 business days, the director of public information 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 TPIA 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. A complete schedule of fees is available in the public information office. If charges should occur, the district will send an itemized estimate and ask for a response in writing and/or payment within 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 the request to the AISD by
  - Mail – AISD Public Information Office, 1203 W. Pioneer Parkway, Arlington, Texas 76013
  - Fax – 817-459-7286
  - E-mail – [ljohnsto@aisd.net](mailto:ljohnsto@aisd.net)
  - In person – AISD Public Information Office, 1203 W. Pioneer Parkway, Arlington, Texas 76013
- Include enough description and detail of the information being requested so the district can accurately identify and locate the information, and
- Cooperate with the district's 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 10 business days, the director of public information 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 AISD public information office, 682-867-7342.

## PUBLIC INFORMATION OFFICE

1203 W. Pioneer Pkwy | Arlington, TX 76013  
p 682-867-7342 | f 817-459-7286

[WWW.AISD.NET](http://WWW.AISD.NET)