

Office Use Only:
Paid _____
Contacted _____



REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Aubrey Independent School District
ATTN: Shannon Saylor
415 Tisdell Lane, Aubrey, Texas 76227
Fax: 940-465-2627 or Email: ssaylor@aubreyisd.net

This form shall be used to request records from the Aubrey Independent School District. In accordance with the Public Information Act, records will be provided promptly if readily accessible and, generally, within 10 business days of receipt of the request, unless the district seeks a determination from the Texas Attorney General. Every effort is made to expedite requests for disclosure of public records, however due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law.

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. [You can find additional Public Information Act resources on the Office of the Attorney General's website.](#)

Person Requesting Report: _____
Name of Company/Business: _____ Telephone: _____
Mailing Address (Street): _____ Email: _____
CSZ: _____ Zip Code: _____

Date, name, & description of requested record(s) *(include all fields you want in the report and please be specific):*

Preferred Manner of Written Communication (Circle one): Standard Mail Email

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions [HERE](#).

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you receive? Yes No

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive? Yes No

Please Note: If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding charges under the Public Information Act [HERE](#).

Document Format (circle one): List (paper) Electronic (Email) Electronic (CD)
Records to be delivered by (circle one): Email U.S. Postal (Postage Extra) Pick up

Fee schedule (based on document format):

The fees below reflect the minimum charge for data processing and may increase based on programming time required and data volume. All charges include one hour of programming time plus materials needed for the minimum release. Minimal payment is required before a request will be processed and is non-refundable.

Lists:
Fewer than 50 pages: No charge
AISD organizations/AISD Boosters/PTO/AEF: No charge
More than 50 pages: \$.10 per page (minimum charge of \$10.00)
Electronic (email): \$28.50 minimum charge (include one-hour programming time)
Electronic (CD): \$29.50 minimum charge (include one-hour programming time plus CD)
Labor: \$15.00 per hour for more than 50 pages

NOTE: If the processing of your request exceeds that covered by the minimum charge, you will be invoiced for the remaining balance. Outstanding charges must be paid in full before data will be released.

I understand that upon approval by the Public Information Department these records will be made available to me promptly. I also understand AISD charges for copies of public records as allowed by state law.

Signature of Requester

Date of Request