



Midlothian ISD

Public Information Request Procedures

Requests for public information (open records) are handled in accordance with the Texas Public Information Act, Texas Government Code § 552.001(et seq).

All requests for public information should be submitted to the MISD Communications Department. 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 business days, the Communications Specialist will notify 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 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, get copies of the information, or both. If a request is for copies of information, then the District may charge for the copies if it exceeds 50 pages. If charges should occur, the District will send an itemized statement and ask for a response in writing, verifying that the requestor accepts, modifies or denies the cost being charged.

Responsibilities of the requestor: Any person who requests public information has the responsibility to:

- ✓ The requestor may submit the request
 - by mail: MISD Communications Dept., 100 Walter Stephenson Rd., Midlothian, TX 76065
 - by fax: (972)775-1757
 - by email: jana_hathorne@midlothian-isd.net
 - in person: MISD Communications Department, 100 Walter Stephenson, Midlothian, TX 76065
- ✓ Include enough description and detail of the information that you want so the District can accurately identify and locate the items requested (view request form online)
- ✓ 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 we wish to withhold, we will ask for a ruling from the Office of the Attorney General. The requestor will be sent a copy of that communication. If the request cannot be produced within ten business days, the Communications Specialist will notify the requestor in writing of the reasonable date and costs if applicable.