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Open Records Requests

Overview

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 government body. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, do legal or other research, answer questions, or explain District decisions. If the request is for student records, parents, guardians, students, or their representatives may request student records from the campus where the student last attended school.

A person may ask to view the information, get copies, or both. If a request is for copies of information, the governmental body may charge for the copies. If a request is only for an opportunity to inspect information, the governmental body may not impose a charge on the requestor. However, under certain limited circumstances, a governmental body may impose a charge for access to information. All charges imposed by a governmental body, for copies or access to information must comply with Attorney General rules unless another statute authorizes an agency to set its charges.

Requests

To request public information, please submit the request in writing to:

Christopher Mason, Superintendent
Quitman Independent School District
Re: Open Records Request
Quitman, Texas 75783
masonc@quitmanisd.net
(903) 763-5000 (for questions)

To ensure accuracy and efficiency of filling the request for public information, all requests should contain the following information:

- Full name and contact information of the individual making the request and any organizational affiliation;
- A complete description of the records being requested needs to include date ranges, categories, subject matter, etc.; and
- The preferred format for record delivery (e.g. electronic copy to be emailed, electronic copy to be stored and delivered on a CD or other storage device, hard copy to be viewed on the premises, etc.).

Quitman ISD charges fees authorized by the Texas Public Information Act. If the fees will result in a charge exceeding \$40.00, the District will provide the requestor with a written estimate detailing the charges that will be imposed.

Information Links

For information on the Public Information Act, please go to the "Members of the Public" website at: <https://www.texasattorneygeneral.gov/open-government/members-public>. Also, "Frequently Asked Questions" about the Public Information Act is at: <https://www.texasattorneygeneral.gov/open-government>.

Timelines and Deadlines

As provided by the Texas Public Information Act, Quitman ISD will provide the requested information promptly. Depending upon the complexity of the request and the volume of other pending requests, this is typically 10 business days. If the District is unable to complete your request within 10 business days, the requestor will be notified of the date the District expects to complete the request. If the request includes information that the District believes is confidential or excepted from release, the District will request an opinion from the Texas Attorney General to determine whether the requested information may be released or must be withheld.

During the Monday, November 13, 2023, Regular Board Meeting, the Quitman ISD Board approved November 20, 21, 22, December 21, 22, 26, 27, 28, 29, 2023 and January 2, 2024, as the District's House bill (HB) 3033 ten (10) designated nonbusiness days for the 2023-2024 calendar year on which the Quitman ISD Administrative Offices are closed or operating with minimum staffing for Public Information Act (PIA) responses.

For additional information, please contact Christopher Mason, Superintendent, at (903) 763-5000.