

PUBLIC INFORMATION PROGRAM:
ACCESS TO PUBLIC INFORMATION

GBA
(REGULATION)

REQUEST FOR
INFORMATION
PROCEDURES:

1. Individuals who wish to review or receive copies of public documents in the possession of the school district should complete a written request using the Request for Information Form. All Requests for Information shall be referred to Human Resources Department.
2. The individual assigned to process Information Requests in the Human Resources Department will fill out an estimated cost form to determine a cost to gather the information (if any). Please refer to policy GBAA (EXHIBIT), Guidelines for Copy Charges. The estimated fee letter will be mailed to the requestor (if applicable).
3. Human Resources Department will obtain a signature from the requestor agreeing to pay the costs, if any, to gather the information. If requestor agrees to pay the charges, payment must be made in full before any work is started. The approval from the requestor will be forwarded to the department gathering information.
4. Payment must be made at the Business Services Department and the department will issue a receipt for the payment. The money obtained will be deposited in the general fund. Requestor must present receipt to the Human Resources Department.
5. Once payment is received by the Business Services Department and the receipt has been presented to the Human Resources Department, the Human Resources Department will send a copy of the receipt and acceptance letter from the requestor to the department gathering the information.
6. The Human Resources Department will forward requests to the appropriate Assistant Superintendent. If there are any questions regarding the request, the Assistant Superintendent will contact the individual assigned to process Information Requests in the Human Resources Department who will contact the district's attorney for advice. The Assistant Superintendent will sign verifying his/her approval, and forward the request to the appropriate administrator(s).
7. Once the information is ready to be disseminated, it will be returned to the Human Resources Department, which will then contact the requestor.
8. The Human Resources Department will retain the signed forms and keep them on file.

Socorro ISD
071909

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Approved:
Jose Espinoza, Ed. D., Superintendent
October 24, 2012