

October 10, 2007

Dear Open Records Requestor,

The following are the Eanes ISD Guidelines for Placing/Reviewing Requests for Public Information:

1. Requests for Public Information must be made in writing. The easiest manner in which to make a request is to submit it by e-mail to openrecords@eanes.k12.tx.us. You also may submit written requests via fax, mail, or hand delivery.
2. If you submit a request via hand delivery, the easiest place to submit it is by appointment with the Coordinator of Records and Legal Services (“Coordinator”). When you visit the Coordinator, you must wait in the first floor lobby. You may ask the Coordinator to date-stamp your request, but may not make that request in the Superintendent’s Office or any other office in the administration building. Eanes ISD employees cannot make you copies of your date-stamped requests while you wait. The Coordinator will provide you a copy of the date-stamped request via U.S. Mail.
3. Eanes ISD will fulfill your request promptly if responsive, non-confidential documents exist. The time it will take to fulfill your request will depend on the quantity and kind of documents you request, whether an Attorney General decision is requested, the amount of requests currently pending, whether the documents you request are currently in use, and other factors.
4. You may be requested to provide proper identification if you are inspecting or picking up confidential documents. (i.e., student records of your child, etc.).
5. Guidelines applicable to the inspection of documents:
 - You may inspect documents at the Eanes ISD offices by appointment only. All appointments must be made in advance with the Coordinator of Records & Legal Services, Bernadette Gonzalez (“Coordinator”). The Coordinator will identify the available times and will schedule appointments with you directly. When you arrive for your appointment with the Coordinator, you must wait in the first floor lobby. Other personnel in the building are not trained or available to assist with requests for Public Information.
 - When you view documents, the Coordinator may sit with you while you view the documents at the discretion of the Coordinator. The Coordinator’s role is to facilitate the viewing or review of documents, but she is not available to answer questions about the documents provided during the meeting. Please refrain from asking questions. All responsive, non-confidential documents will be provided at the time of your meeting unless you are informed otherwise.
 - When viewing documents, you are limited to one-90 second phone call per visit. If you receive or make additional phone calls during the viewing of documents, the

meeting will be considered terminated. You also may not record any meeting in any manner, including taking photographs, without prior approval.

- If you choose to receive copies of any of the documents you have inspected, no copies of documents can be made while you wait. Eanes ISD will make every attempt to make copies promptly. The Coordinator will inform you during your viewing when your copies will be ready. You may either come to the first floor lobby to retrieve your documents, or you may provide postage, and the documents will be sent to you. If you choose to make your own copies of documents you have inspected, it must not raise questions of safety or efficiency or threaten the unreasonable disruption of the business of the District. Each request will be reviewed independently. The decision will be made in the discretion of the Coordinator.

6. Eanes ISD Board Policy GKA (Local) requires mutual respect, civility, and orderly conduct among District employees, parents, and the public. If any member of the public violates that policy, the individual may be asked to leave immediately at the discretion of Eanes ISD employees. Upon such request, any meeting is automatically terminated, and the individual must leave immediately.

7. The State of Texas recently passed a law that permits governmental bodies, such as Eanes ISD, to establish a reasonable limit on the amount of time that personnel of the district are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering costs attributable to the personnel time expended in those activities. Except for certain requestors who are expressly made exempt by the law (i.e. certain radio or television stations, certain newspapers of general circulation, certain elected officials, and certain representatives of publicly funded legal service organizations), Eanes ISD has adopted a limit of **36 hours per requestor** during a 12-month period that corresponds to the Eanes ISD fiscal year. This change to Board Policy GBAA (Local) was adopted by the Board of Trustees on August 29, 2007 and became effective September 1, 2007. When complying with a request for public information after September 1, 2007, if the cumulative amount of personnel time spent equals or exceeds 36 hours, then following the notice, the requestor must commit to pay Eanes ISD the lesser of a) the actual costs incurred in complying with the request, including the cost of materials and personnel time and overhead or b) the amount stated in a written statement provided in accordance with the law. If the requestor fails or refuses to commit to pay the required amount, then the requestor is considered to have withdrawn the request for public information.

8. After September 1, 2007, any time spent complying with a request for public information submitted in the name of a minor, as defined by Section 101.003 (a), Family Code, is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian, or other person establishes that another person submitted that request in the name of the minor.