

# GILMER ISD REQUEST FOR PUBLIC INFORMATION

Pursuant to Chapter 552.002 of the Government Code defining "Public Information", I request the following information:

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I understand that Gilmer Independent School District is the custodian of certain records that are not public information.

I understand that Gilmer ISD has 10 (ten) business days to release the requested public information.

Under the regulations promulgated by the Texas Administrative Code, Title 1, Part 3, Chapter 70, Rule §70.3, a governmental body may charge a requestor for providing copies of public information.

- \$.10/page
- \$15/hour personnel time to compile and copy (copies of more than 50 pages)
- \$28.50 per hour for personnel time for programming and/or manipulation of data
- Overhead charge of 20% of personnel time (copies of more than 50 pages)
- Postage charges via First Class Mail
  
- If estimated charges are in excess of \$40, a governmental body must send the requestor an itemized statement that details the estimated charges. The request is automatically withdrawn if the requestor does not respond in writing to the invoice within 10 business days. Gov't Code § 552.2615.
  
- Requestor may ask to inspect documents, rather than receiving copies. Generally, there is no charge associated with inspections.
  
- A governmental body may waive any charges, at its discretion, if the governmental body determines that a waiver or reduction of the charge is in the public interest. Gov't Code § 552.267.

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Requestor

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Address

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Telephone Number

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Date

Rick Albritton, Superintendent  
Gilmer ISD