

# MATHIS INDEPENDENT SCHOOL DISTRICT

## OPEN RECORDS REQUEST



**STATUTORY CITATION COVERING NOTIFICATION OF CRIMINAL HISTORY OF VENDOR IS FOUND IN THE TEXAS EDUCATION CODE 44.034**

Note: Persons desiring to review documents maintained by the District and classified as Open Records shall submit their request in writing on this Form provided by the District or in any other written manner that sets forth the required information in accordance with Policy GBAA.

In accordance with GBAA (legal) and the Texas Public Information Act, I request that the following records of the District be made available to me as copies or for my inspection. I agree to pay the duplication costs if the cost doesn't not exceed \$40. I understand that if the cost will exceed \$40, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made.

In accordance with the Texas Administrative Code TITLE 1 ADMINISTRATION PART 3 OFFICE OF THE ATTORNEY GENERAL RULE §70.3

Charges for Providing Copies of Public Information:

The charge is \$.10 per page for standard size paper copies, plus any applicable labor and overhead charge for more than 50 copies. The charge for labor costs incurred in processing a request for public information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information

**CHECK THE APPROPRIATE BOX:**

Inspection Only	OR	Copies requested	Copy format (paper or Electronic)	Number of copies requested	Public Information requested (include description adequate to clarify request)
<input type="checkbox"/>		<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>		<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>		<input type="checkbox"/>	_____	_____	_____

Name of Person Requesting Information			
Contact Phone Number ( ) _____ - _____		Alt. Ph. No. ( ) _____ - _____	
Mailing Address	City	State	Zip
Email Address			

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_