

INFORMATION ACCESS  
REQUESTS FOR INFORMATION

GBAA  
(REGULATION)

PUBLIC INFORMATION ACT	Detailed information on the Public Information Act and access to the Public Information Handbook may be obtained through the Office of the Attorney General's Web site at <a href="http://www.oag.state.tx.us">www.oag.state.tx.us</a> . [See GBAA(LEGAL)]
MAKING A REQUEST	<p>A request must ask for records or information already in existence and must be specific as to exactly what information is requested and the format desired for the information (such as alphabetical, by school, by zip code, and so on). The Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions.</p> <p>Requests may be submitted to:</p> <p>El Paso Independent School District Public Relations 6531 Boeing Drive El Paso, TX 79925</p> <p>OR</p> <p>Faxed to: (915) <del>887-5467</del> <b>230-0575</b></p> <p>OR</p> <p><b>EMAILED TO: OPENRECORDS@EPISD.ORG</b></p>
	The District's public information request guidelines and public information request forms are available at <a href="http://www.episd.org">www.episd.org</a> .
CHARGES TO THE REQUESTOR	A person may ask to view the information, get copies of the information, or both. If a request is for copies of information, the governmental body may charge for the copies. [See GBAA(EXHIBIT)]
RESPONSIBILITIES OF REQUESTOR	<p>Any person who requests public information has the responsibility to:</p> <ol style="list-style-type: none"><li>1. Submit a written request according to the District's public information request guidelines;</li><li>2. Include a thorough, concise description of the information desired; and</li><li>3. Cooperate with the District's reasonable requests for clarification.</li></ol>
NONDISCLOSURE	Items expressly confidential under law will not be disclosed. [See GBA(LEGAL)]

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COMPLETED  
REQUESTS

After notification of availability and any cost associated with the request are communicated to the requestor, the requested information may be picked up, mailed, **UPLOADED TO THE REQUEST MANAGEMENT SYSTEM**, or faxed after payment (when applicable) is received. [See GBAA(LEGAL)]