

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 [website](#)¹. [See GBAA(LEGAL)]

Making a Request

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, do legal research, or answer questions.

Requests may be submitted to:

El Paso Independent School District
~~Public Relations~~ **PUBLIC INFORMATION OFFICE**
~~6531 Boeing Drive~~ **1014 N. STANTON**
El Paso, TX ~~79925~~ **79902**

or

SUBMITTED TO:

[https://elpasotxisd.govqa.us/webapp/rs/\(S\(yawz bqvs1zi-yuda3lrgzta4e\)\)/supporthome.aspx](https://elpasotxisd.govqa.us/webapp/rs/(S(yawz bqvs1zi-yuda3lrgzta4e))/supporthome.aspx)

or

Faxed to: (915) 230-0575

or

Emailed to: openrecords@episd.org

The District's public information request guidelines and public information request forms are available at <http://www.episd.org>.

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

Any person who requests public information has the responsibility to:

1. Submit a written request according to the District's public information request guidelines;
2. Include a thorough, concise description of the information desired; and
3. Cooperate with the District's reasonable requests for clarification.

Nondisclosure

Items expressly confidential under law will not be disclosed. [See GBA(LEGAL)]

INFORMATION ACCESS
REQUESTS FOR INFORMATION

GBAA
(REGULATION)

Completed
Requests

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

¹ Office of the Attorney General's website: <https://www.texasattorneygeneral.gov/>.