

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT REQUEST FOR
DISCLOSURE OF PUBLIC RECORDS**

6125 E. Belknap, Haltom City, TX 76117

Fax: 817-547-5537 or E-mail: publicinformationreq@birdvilleschools.net

You may use this form to request records from the Birdville Independent School District. In accordance with the Public Information Act, records will be provided promptly if readily accessible and generally within 10 business days of receipt of the request, unless the district seeks a determination from the Texas Attorney General about public disclosure. Every effort is made to expedite all requests for disclosure of public records, however due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law.

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body’s notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at texasattorneygeneral.gov/open-government.

PLEASE PRINT ALL INFORMATION

NAME:		PHONE:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL ADDRESS:		

DATE, NAME & DESCRIPTION OF REQUESTED RECORD(S): *(Please be specific)*

Preferred Manner of Written Communications (Select One): Standard Mail Email

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions [HERE](#).

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received? Yes No

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive? Yes No

Please Note: If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act [HERE](#).

INFORMATION PREFERENCES

How do you want to receive the information provided?

- Paper copy Inspection Electronic Other (Please explain in detail below)

I understand that upon approval by the Communications Department these records will be made available to me promptly. I also understand BISS charges for copies of public records as allowed by state law.

Signature of Requestor

Date of Request



FOR COMPLETION BY BISS ONLY

Date request received: _____ Received by: _____