

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL  
POLICY GROUP 1 – GOVERNANCE  
PUBLIC INFORMATION REQUESTS**

- 5 Myla; and**
- 6 Any physical material on which information may be recorded, including linen, silk, and vellum**

**d)**

**For purposes of IDEA Public Schools compliance with the TPIA, the term ‘business day’ means a day other than**

- 1 a Saturday or Sunday;**
- 2 a national holiday under the Government Code 66008(a); or**
- 3 a state holiday under the Government Code 662008(b).**

**The fact that an employee works from an alternative work site does not affect whether a day is considered a business day under this policy.**

**If IDEA Public Schools observes the days on which Rosh Hashanah, Yom Kippur, or Good Friday fall, such day(s) shall not be considered a business day under this policy.**

**The Friday before or Monday after a national holiday or state holiday is not a business day if the holiday occurs on a Saturday or Sunday and IDEA Public Schools observes the holiday on that Friday or Monday.**

**The Board may designate a day on which IDEA Public Schools administrative offices are closed or operating with minimum staffing as a non-business day for purposes of the TPIA. The Board may designate not more than 10 non-business days under this section each calendar year.**

## **Sec. 2 PRESERVATION OF INFORMATION**

**The Board may determine a time for which information that is not currently in use will be preserved, subject to any applicable law or rule governing the destruction and other disposition of records or public information.**

**The provisions of Chapter 441, Government Code and Title 6, Local Government Code, governing the preservation, destruction, or other disposition of records, shall apply to the records of IDEA Public Schools.**

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**Sec. 5 OFFICER FOR PUBLIC INFORMATION AND REQUIRED NOTICES**

**a)**

**The Chief Governance Officer or designee shall be IDEA Public Schools officer for public information. Each department head shall be a agent of the officer for purposes of complying with the TPIA.**

**The officer for public information is responsible for the release of public information as required by the TPIA, Government Code Chapter 552. The officer for public information shall:**

- 1. Make public information available for public inspection and copying**
- 2. Carefully protect public information from deterioration, alteration, mutilation, loss, or unlawful removal.**
- 3. Repair, renovate, or rebind public information when necessary to maintain its property.**
- 4. Make reasonable**

**Sec. 6 ACCESS TO PUBLIC INFORMATION**

**a)**

**IDEA Public Schools may promulgate reasonable rules of procedure by which public information may be inspected and copied efficiently, safely, and without delay. These rules may not be inconsistent with any provision of the TPIA.**

**It shall be the policy of IDEA Public Schools to provide a suitable copy of public information within a reasonable time after the date on which the copy is requested.**

**b)**

**A person may make a written request for public information only by delivering the request by one of the following methods to the designated officer for public information:**

- 1. United States mail;**
- 2. Electronic mail;**
- 3. Hand delivery; or**
- 4. Any other appropriate method approved by IDEA Public Schools, including electronic submission through the IDEA Public Schools website.**

**IDEA Public Schools may designate one mailing address and one electronic mail address for receiving written requests.**

**s)**

**the position or occupation of the requestor; the person on whose behalf the request is made; or the status of the individual as a member of the media. The officer for public information or agent shall give the requestor all reasonable comfort and facility for the full exercise of the right granted by the TPIA.**

**d)**

**IDEA Public Schools complies with a request for public information by:**

- 1. Providing the information for inspection or duplication in IDEA Public Schools' s offices (see TIME FOR EXAMINATION, section 6g below); or**
- 2. Sending copies of the information by first class mail, if the requestor requ**



**h)**

**If public information exists in an electronic or magnetic medium, the requestor may request a copy in an electronic medium, such as on diskette or on magnetic tape. IDEA Public Schools shall provide a copy in the requested medium.**

- 1. If IDEA Public Schools has the technological ability to produce the information in the requested medium;**
- 2. If IDEA Public Schools is not required to purchase any software or hardware to accommodate the request; and**
- 3. Providing the copy will not violate any copyright agreement between IDEA Public Schools and a third party.**

**If IDEA Public Schools is unable to comply with a request to produce a copy of information in a requested medium for any of these reasons, IDEA Public Schools shall provide a copy in another medium that is acceptable to the requestor. IDEA Public Schools is not required to copy information onto a diskette or other material provided by the requestor but may use IDEA Public Schools supplies.**

**i)**

**IDEA Public Schools shall provide the requestor a written statement, described below, if IDEA Public Schools determines**

- 1. That responding to a request for information will require programming or manipulation of data; and**
- 2. That**
  - a. Compliance with the request is not feasible or will result in substantial interference with operations; or**
  - b. The information could be made available in the requested form only at a cost that covers the programming and manipulation of data.**

**the following include:**

- 1. A statement that the information is not available in the requested form;**
- 2. A description of the form in which the information is available;**
- 3.**



- 5 A statement of the anticipated time required to provide the information in the requested form**

**IDEA Public Schools shall provide the written statement to the requestor within 20 days after the date IDEA Public Schools receives the request. IDEA Public Schools has an additional 10 days to provide the statement if IDEA Public Schools gives written notice to the requestor; within 20 days after receiving the request, that additional time is needed.**

**After providing the written statement described above, IDEA Public Schools has no further obligation to provide the information in the requested form or in the form in which it is available, unless within 30 days the requestor states in writing that the requestor:**

- 1. Wants the information in the requested form according to the time and cost parameters set out in the written statement, or according to other terms to which the requestor and IDEA Public Schools agree; or**
- 2. Wants the information in a different format, or**

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**IDEA Public Schools shall submit any requests for an Attorney General decision through the Attorney General's designated electronic filing system, unless the request is hand delivered to the office of the Attorney General, the format of responsive at issue makes using the Attorney General's electronic filing system impossible or impractical, IDEA Public Schools has fewer than 16 full time employees, or IDEA Public Schools is in a county with a population of less than 150,000**

**b)**

**IDEA Public Schools must submit the request to the Attorney General not later than the 10th business day after receiving the written request. If IDEA Public Schools does not timely request a decision from the Attorney General and comply with the requirements at STATEMENT TO REQUESTOR, section 7 e below, the information is presumed to be subject to public disclosure and must be released unless there is an compelling reason to withhold it**

**c)**

**For the purposes of requesting an Attorney General decision, if IDEA Public Schools receives a written request by United States mail and cannot adequately establish the actual date of receipt, the request is considered to have been received by IDEA Public Schools on the third business day after the date of the postmark on a properly addressed request**

**For information surrendered or returned to IDEA Public Schools by a temporary custodian, IDEA Public Schools is considered to have received the request for that information on the date the information is returned or surrendered to IDEA Public Schools**

**d)**

**Except as set forth in Government Code section 52.301(g), IDEA Public Schools may not request an Attorney General decision if IDEA Public Schools has previously requested and received a determination from the Attorney General concerning the precise information at issue in a pending request and the Attorney General or a court determined that the information is not within one of the exceptions. This exception applies to specific information that is again requested from IDEA Public Schools after the Attorney General has previously issued a decision regarding the precise information or records at issue**

**IDEA Public Schools may rely on a previous determination by the Attorney General regarding a specific, clearly delineated category of information if:**

- 1. The previous decision is applicable to a school district or charter school;**
- 2. The previous decision concludes that the category of information is or is not exempted from public disclosure;**



- 3 A signed statement as to the date on which the written request for information was received by IDEA Public Schools or evidence sufficient to establish that date, and**
- 4 A copy of the specific information requested, or representative samples of the information if a voluminous amount of information was requested. IDEA Public Schools shall label the copies or representative samples to indicate which exceptions apply to which parts of the copy.**



- 1. Be sent within a reasonable time not later than the 10th business day after IDEA Public Schools receives the request for information, and**
- 2. Include**
  - a. A copy of any written request IDEA Public Schools received for the information, and**
  - b. A statement, in the form prescribed by the Attorney General, that the person is entitled to submit to the Attorney General, not later than the 10th business day after the person receives the notice, a written statement of the reason(s) why the information should be withheld and a letter, memorandum, or brief supporting the reason(s).**

**Sec. 8 CHARGES REGARDING TPIA REQUESTS**

**a)**

**The charge for providing a copy of public information shall be an amount that reasonably includes all costs related to reproducing the information, including costs of materials, labor, and overhead. The charges shall not be excessive and shall not exceed the actual cost of producing the information or for making public information that exists in a paper record available. Charges for providing a copy of public information are considered to accrue at the time IDEA Public Schools advises the requestor that the copy is available on payment of the applicable charges.**

**i** \_\_\_\_\_

**If a request is for 50 or fewer pages of paper records, the charge for providing the copy of the information shall be limited to the charge for each page of the paper record that is photocopied, unless the pages to be photocopied are located in two or more separate buildings that are not physically connected with each other or are not a storage facility. The charge for providing a copy may not include costs of materials, labor, or overhead.**

**ii** \_\_\_\_\_

**If the charge for providing a copy of public information includes costs of labor, the requestor may require the officer or public information agent to provide the requestor with a written statement as to the amount of time that was required to produce and provide the copy. The statement must be signed by the officer or agent, and the officer or agent's name must be typed or legibly printed below the signature. A charge may not be imposed for providing the written statement to the requestor.**

**All requests received in one calendar day from an individual may be treated as a single request for the purpose of calculating costs. IDEA Public Schools may not combine multiple requests from separate individuals who submit requests on behalf of an organization.**

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**g)**

**If the Board elects to suspend the TPIA, IDEA Public Schools must submit notice to the Attorney General that IDEA Public Schools is currently impacted by a catastrophe and has elected to suspend the applicability of the TPIA during the initial suspension period. The notice must be on the form prescribed by the Attorney General, and must require IDEA Public Schools to**

- 1. Identify and describe the catastrophe that IDEA Public Schools is currently impacted by;**
- 2. State the date the initial suspension period determined by the Board begins and the date that period ends;**
- 3. If the Board has determined to extend the initial suspension period**
  - a. State that IDEA Public Schools continues to be impacted by the catastrophe; and**
  - b. State the date the extension to the initial suspension period begins and the amount of**

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**2 Creation or maintenance of an abstract plant as described by Insurance Code § 2501.004**

**“Communication service provider” has the meaning assigned by Civil Practice and Remedies Code § 22021.**

**“News medium” means a newspaper, magazine or periodical, a book publisher, a news agency, a wire service, an FCC-licensed radio or television station or a network of such stations, a cable, satellite, or other transmission system or carrier or channel, or a channel or programming service for a station, network, system, or carrier, or a radio or audiovisual production company or Internet company or provider, or the parent, subsidiary, division, or affiliate of that entity, that disseminates news or information to the public by any means, including**

- 1 Print;**
- 2 Electronic;**
- 3 Mechanical;**
- 4 Photographic;**
- 5 Radio;**
- 6 Television; and**
- 7 Other means, known or unknown, that are accessible to the public.**

**This section also does not apply if the requestor is an elected official of the United States, the State of Texas, or a political subdivision of the State of Texas, or a representative of a publicly funded legal services organization that is a federal tax exempt entity under Section 501(c)(3), Internal Revenue Code of 1986**

**iii.** \_\_\_\_\_

**Each time IDEA Public Schools complies with a request for public information, IDEA Public Schools shall provide the requestor with a written statement of the amount of personnel time spent complying with that request and the cumulative amount of time spent complying with requests for public information from that requestor during the applicable monthly or yearly period. The amount of time spent preparing the written statement may not be included in the amount of time in the statement, unless the requestor’s time limit for the period has been exceeded.**

**iv.** \_\_\_\_\_

**If the cumulative amount of personnel time spent complying with requests for public information from the same requestor equals or exceeds the established time limit, IDEA Public Schools shall provide the requestor with a written estimate of the total cost, including materials, personnel time, and overhead expenses, necessary to comply with the request. IDEA Public Schools shall provide the written estimate on or before the 10th day after the date on which the request was made. The**







