



## UPSHUR COUNTY ESD #1

**Policy for:** Process for submitting Open Records Request to Upshur County ESD #1

**Policy number:** 4

**Title:** Open Records Request Procedure

**General description/purpose:** The purpose of this policy is to provide direction on how to submit an Open Records Request to Upshur County ESD #1.

**Going forward:** It is the policy of Upshur County ESD #1 that anyone wishing to submit an Open Records Request begin by submitting the request per the following. If submitting in writing the request may be sent to P.O. Box 1432, Gilmer, Tx 75644. If submitting in writing and in person, it may be hand delivered to the board at a scheduled meeting. If submitting the request by email it may be sent to the following addresses:

- [terrilynnross@gmail.com](mailto:terrilynnross@gmail.com)
- [mkuza@upshuresd.com](mailto:mkuza@upshuresd.com)

Once the request is submitted, we will determine the cost for providing same and we will notify the requestor of the charge. If the requestor accepts the charge, then we will need a response in writing together with payment. The request will be considered withdrawn if the requestor does not notify us within ten days if they accept the charges. If records requested are already in a file on computer and the requestor accepts response by email with documents there is a \$0.10 per page charge up to \$40.00. If requestor desires hard copies a fee of \$1.00 per page will be assessed up to \$40.00. In the event the request requires documents totaling over the \$40.00 amount and/or it requires research of items that cannot be found readily on file already there will be a \$15.00 per hour charge for labor to research the documents. In the event it is believed that this amount may go over the \$40.00 amount an estimation of charges will be provided to the requestor. These fees and processes are developed from Texas Government Code Subchapter F "CHARGES FOR PROVIDING COPIES OF PUBLIC INFORMATION".

ESD board member

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