

Public Information and/or FOIA Request Policy

Submission of Formal Requests

All formal public information and/or FOIA requests shall be submitted in writing to the Director of Communications either via e-mail to rdudley@priddyisd.net or via U.S. postal mail at Priddy ISD, PO Box 40, Priddy, TX 76870 Attn: Director of Communications.

Neither telephone, in-person nor informal requests will be processed.

Assessed Fee(s)

All public information and/or FOIA requests are subject to a fee.

Fee Schedule

- All formal requests will be assessed a research and compilation fee of \$10.00 per field of information requested, multiplied by the number of people and/or subject matter associated with request.
- Special circumstance and/or subject matter requests, other than Human Resources, will be assessed a \$125.00 research fee in addition to other fees associated with the request.
- Special formatting requests such as Microsoft Excel Spreadsheet with or without headers or titles will be assessed a fee of \$75.00 in addition to other fees associated with the request.

Request Invoice / Payment

All formal requests will be sent an invoice response within 3 working business days of request receipt.

No formal or verbal invoicing will be given.

Invoicing will be generated by a formal public information and/or FOIA request.

All applicable fees associated with a formal request shall be paid in full prior to the release of requested information.

Payments and 1 copy of invoice shall be submitted to Priddy ISD, PO Box 40, Priddy, TX 76870 Attn: Business Office Manager.

Upon receipt of payment, the request will be processed and requested information will be released within 14 working business days.

No request will be processed without receipt of full payment.

Distribution of Requested Information

Information will be distributed to the requesting party either via e-mail or U.S. postal mail dependent upon direction given within the request.