

***Ricardo Independent School District***  
***138 West County Road 2160, Kingsville, Texas 78363***  
***Tel (361) 592-6465 Fax (361) 592-3101***

**PUBLIC INFORMATION REQUEST**

Please provide at least one of the following: a mailing address; a telephone number; a facsimile number; and/or an email address, so that Ricardo ISD has a method of communicating with you to efficiently and promptly furnish the information you requested.

Requestor Name (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Facsimile Number (FAX) \_\_\_\_\_

Email Address \_\_\_\_\_

“Public information” means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by the Board or for the Board and to which the Board has a right of access. Gov. Code 552.002(a) and District Policy, GBA (Legal).

The District shall “promptly” release requested information that is not confidential by law. “Promptly” means as soon as possible under the circumstances, that is, within a reasonable time, without delay. Documents considered public information shall be made available for review and/or copying. For any items that the district wishes to withhold, the district will ask for a ruling from the Office of the Texas Attorney General. The requestor will be sent a copy of that communication. If the request cannot be produced within ten (10) business days, the Personnel Department will notify the requester in writing of the reasonable date and costs if applicable.

Please clearly and concisely describe the information being requested.

---

---

---

Please check or indicate: \_\_\_\_\_ inspection only or \_\_\_\_\_ number of copies/sets requested

\_\_\_\_\_  
Signature of Requestor

---

FOR DISTRICT USE ONLY

Date received: \_\_\_\_\_ Received (employee): \_\_\_\_\_

Action taken by District in obtaining information:

---

---

Date Information Released: \_\_\_\_\_ Employee releasing info: \_\_\_\_\_