

Texoma Area Paratransit System

OPEN RECORDS REQUEST POLICY

Adopted:

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1. The Public Information Act

Texas law gives the public the right to access government records and government officials may not ask why they are wanted. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law or information for which an exception to disclosure has been sought.

2. Procedures to Obtain Information

- Submit a written request to TAPS via mail, in person or by clicking the link on the website to fill in requested information. See #6 below for details on the procedures request contact information.
- Include enough description and detail about the information requested to enable TAPS to accurately identify and locate the items requested.
- Cooperate with TAPS' reasonable efforts to clarify the type or amount of information requested.

3. Information to be Released

If TAPS Public Transportation cannot produce the information within 10 working days, the public information officer will notify you in writing of the reasonable date and time when it will be available.

Requestor must keep appointments to inspect records or pick up copies or risk losing the opportunity to see the information. All Public information request will be mail via certified letter at requestor's expense or picked up and signed for at the TAPS Public Transit Main Office, 3400 Texoma Pkwy, Sherman TX 75090.

4. Cost of Records

- You must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request may be deemed withdrawn.
- If estimated costs exceed \$25.00 TAPS Public Transportation will require a bond, prepayment or deposit.
- Requestor must make a timely payment for all mutually agreed charges. A governmental

body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

5. Information That May Be Withheld Due to An Exception

- By the 10th business day after you file your request, TAPS Public Transportation must:
 1. request an Attorney General opinion and state which exceptions apply;
 2. notify the requestor of the referral to the Attorney General;
 3. notify third parties if the request involves their proprietary information.

Failure to request an AG opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.

- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body.
- The Attorney General must issue an opinion by the 65th working day from the day you made the request.
- Governmental bodies must release information determined by the Attorney General to be open or file suit within 30 calendar days, and they may not ask the Attorney General to "reconsider" an opinion.

6. Procedures Request Contact Information

To request information from TAPS Public Transportation, please contact:
Judge Bill Magers, Public Information Officer

You may send your request:

By mail to: 6104 Texoma Parkway, Sherman, TX 75090

By website: www.tapsbus.com and click on the Open Records Request link.

In person at: 3400 Texoma Parkway, Sherman, TX 75090

