

Sec. 1.6.1. GENERAL PROVISIONS.

Sec. 1.6.1.1. Public Information Defined.

For purposes of the Texas Public Information Act (“TPIA”), “public information” means information that is written produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business:

1. By the Board of Directors (“Board”);
2. For the Board and the Board:
 - a. Owns the information;
 - b. Has a right of access to the information; or
 - c. Spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or
3. By an individual officer or employee of **Arrow Academy** in the officer’s or employee’s official capacity and the information pertains to official business of **Arrow Academy**.

“Official business” means any matter over which **Arrow Academy** has any authority, administrative duties, or advisory duties.

Information is “in connection with the transaction of official business” if the information is created by, transmitted to, received by, or maintained by an officer or employee of **Arrow Academy** in the officer’s or employee’s official capacity, or a person or entity performing official business or a governmental function on behalf of **Arrow Academy**, and pertains to official business of **Arrow Academy**.

The definition of “public information” applies to and includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

Sec. 1.6.1.2. Forms of Public Information.

The general forms in which the media containing public information exist include a book, paper, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

The media on which public information is recorded include:

1. Paper;
2. Film;
3. A magnetic, optical, solid state, or other device that can store an electronic signal;

4. Tape;
5. Mylar; and
6. Any physical material on which information may be recorded, including linen, silk, and vellum.

Sec. 1.6.1.3. Online Message Board.

If the Board maintains an online message board or similar Internet application under Government Code 551.006, and the Board removes from the online message board or similar Internet application a communication that has been posted for at least 30 days, the Board shall maintain the posting for a period of six years. This communication is public information and must be disclosed in accordance with the TPIA.

Sec. 1.6.1.4. Availability of Public Information.

Public information is available to the public, at a minimum, during **Arrow Academy's** normal business hours.

Sec. 1.6.2. OFFICER FOR PUBLIC INFORMATION AND REQUIRED NOTICES.

Sec. 1.6.2.1. Officer for Public Information.

The Superintendent or designee shall be **Arrow Academy's** officer for public information. Each department head shall be an 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 it properly.

The officer for public information is not responsible for the use made of the information by the requestor or the release of information after it is removed from a record as a result of an update, correction, or change of status of the person to whom the information pertains.

Sec. 1.6.2.2. Sign.

The officer for public information shall prominently display a sign in the form prescribed by the Attorney General that contains basic information about the rights of a requestor, the responsibilities of **Arrow Academy**, and the procedures for inspecting or obtaining a copy of

public information under the TPIA. The officer for public information shall display the sign at one or more places in the **Arrow Academy** administrative offices where it is plainly visible to:

1. Members of the public who request public information in person; and
2. **Arrow Academy** employees whose duties include receiving or responding to public information requests.

Sec. 1.6.3. ACCESS TO PUBLIC INFORMATION.

Sec. 1.6.3.1. Access to Public Information.

Arrow Academy 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 **Arrow Academy** to provide a suitable copy of public information within a reasonable time after the date on which the copy is requested.

Sec. 1.6.3.2. Treatment of Requests

The officer for public information and agent shall not make an inquiry of a requestor, except to establish proper identification or to ask the requestor to narrow or clarify the request. The officer for public information or agent shall treat all requests for information uniformly without regard to 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.

Sec. 1.6.3.3. Location of Access

An officer for public information complies with a request for public information by:

1. Providing the information for inspection or duplication in **Arrow Academy**'s offices (see TIME FOR EXAMINATION, below); or
2. Sending copies of the information via email or by first class mail, if the requestor requests that copies be provided and pays the postage and any other applicable charges that the requestor has accrued under Subchapter F of the TPIA (see COSTS AND CHARGES, below).
3. By referring a requestor to an exact Internet location or uniform resource locator ("URL") address on a website maintained by **Arrow Academy** and accessible to the public if the requested information is identifiable and readily available on that website. If the requestor prefers a manner other than access through the URL, **Arrow Academy** must supply the information by sending copies to the requestor, as described above. If the

officer for public information provides by e-mail an Internet location or URL address, the e-mail must contain a statement in a conspicuous font clearly indicating that the requestor may nonetheless access the requested information by inspection or duplication or by receipt through United States mail, as described above.

The TPIA does not authorize a requestor to remove an original copy of a public record from **Arrow Academy**.

Arrow Academy reserves the right to send information at its discretion depending upon sensitivity of data as determined by the sole discretion of the school.

Sec. 1.6.3.4. Time for Response.

The officer for public information shall promptly produce public information for inspection, duplication, or both, on application by any person. “Promptly” means as soon as possible under the circumstances, that is, within a reasonable time, without delay.

If the officer for public information cannot produce the public information for inspection or duplication within ten business days after the date the information is requested, the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

If the requested information is unavailable because it is in storage or active use, the officer for public information shall certify this fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

Sec. 1.6.3.5. Requests to Clarify or Narrow.

If a large amount of information has been requested, **Arrow Academy** may discuss with the requestor how the scope of the request might be narrowed, but **Arrow Academy** may not inquire into the purpose for which the information will be used. If what information is requested is unclear to **Arrow Academy**, **Arrow Academy** may ask the requestor to clarify the request.

If the request included the requestor’s physical or mailing address, **Arrow Academy** must send the request for discussion or clarification to that address by certified mail. The written request for discussion or clarification must include a statement as to the consequences of failure by the requestor to timely respond. If **Arrow Academy** does not receive a written response by the 61st day after **Arrow Academy** sends the written request, the underlying request for public information is considered to have been withdrawn by the requestor.

Sec. 1.6.3.6. Time for Examination.

A requestor shall complete the examination of the information not later than the tenth business day after the date the custodian of the information makes it available. If the requestor does not complete the examination within ten business days and does not file a request for additional time, the requestor is considered to have withdrawn the request.

The officer for public information shall extend the initial examination period by an additional ten business days if, within the initial period, the requestor files with the officer a written request for additional time. The officer shall extend an additional examination period by another ten business days if, within the first additional period, the requestor files with the officer a written request for more additional time.

The time during which a person may examine information may be interrupted by the officer for public information if the information is needed for use by **Arrow Academy**. The period of interruption is not considered to be a part of the time during which the person may examine the information.

Sec. 1.6.3.7. Electronic Data.

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. **Arrow Academy** shall provide a copy in the requested medium:

1. If **Arrow Academy** has the technological ability to produce the information in the requested medium;
2. If **Arrow Academy** 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 **Arrow Academy** and a third party.

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

Sec. 1.6.3.8. Requests Requiring Programming or Manipulation of Data.

Arrow Academy shall provide the requestor a written statement, described below, if **Arrow Academy** 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 written statement shall 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. A description of any contract or services that would be required to provide the information in the requested form;
4. A statement of the estimated cost of providing the information in the requested form, as determined in accordance with rules established by the Attorney General; and
5. A statement of the anticipated time required to provide the information in the requested form.

Sec. 1.6.3.8.1. Response Time when Programming or Manipulation is Required

Arrow Academy shall provide the written statement to the requestor within 20 days after the date **Arrow Academy** receives the request. **Arrow Academy** has an additional ten days to provide the statement if **Arrow Academy** gives written notice to the requestor, within 20 days after receiving the request, that additional time is needed.

Sec. 1.6.3.8.2. Further Action

After providing the written statement described above, **Arrow Academy** 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 **Arrow Academy** agree; or
2. Wants the information in the form in which it is available.

If a requestor does not make a timely written statement, the requestor is considered to have withdrawn the request for information.

Sec. 1.6.3.8.3. Processing of Requests

The officer for public information shall establish policies that assure the expeditious and accurate processing of requests for information that require programming or manipulation of data. **Arrow Academy** shall maintain a readily accessible file containing all written statements issued concerning requests for information that require programming or manipulation of data.

Sec. 1.6.3.9. Repetitious or Redundant Requests.

If **Arrow Academy** determines that a requestor has made a request for information for which **Arrow Academy** has previously furnished or made copies available to the requestor, **Arrow Academy** may:

1. Respond to the request for information as set forth below, at PROCEDURES; or
2. Furnish the information or make the information available to the requestor again in accordance with the request. If **Arrow Academy** selects this option, **Arrow Academy** is not required to comply with the procedures described below.

These provisions do not apply to information not previously furnished to a requestor. **Arrow Academy** shall treat a request for information for which copies have not been previously furnished or made available to the requestor, including information that was not furnished or made available because the information was redacted or because the information did not exist at the time of an earlier request, in the same manner as any other request for public information.

Sec. 1.6.3.9.1. Procedures

Arrow Academy shall, free of charge, certify to the requestor that copies of all or part of the requested information were previously furnished or made available to the requestor. The certification must include:

1. A description of the information for which copies have been previously furnished or made available to the requestor;
2. The date **Arrow Academy** received the requestor's original request for that information;
3. The date **Arrow Academy** previously furnished copies or made available copies of the information to the requestor;
4. A certification that no subsequent additions, deletions, or corrections have been made to that information; and
5. The name, title, and signature of the officer for public information or agent making the certification.

Sec. 1.6.4. ATTORNEY GENERAL DECISIONS.

Sec. 1.6.4.1. Attorney General Decisions.

If **Arrow Academy** receives a written request for information that **Arrow Academy** considers to be within one of the exceptions to required disclosure and that **Arrow Academy** wishes to withhold from public disclosure, **Arrow Academy** shall request a decision from the Attorney General about whether the information is within the exception (see SUBMISSION TO

ATTORNEY GENERAL, below). For these purposes, the term “written request” includes a request sent by electronic mail or facsimile transmission to the officer or designee.

Sec. 1.6.4.2. Time for Request.

Arrow Academy must submit the request to the Attorney General not later than the tenth business day after receiving the written request. If **Arrow Academy** does not timely request a decision from the Attorney General and comply with the requirements at STATEMENT TO REQUESTOR, below, the information is presumed to be subject to public disclosure and must be released unless there is a compelling reason to withhold it.

Arrow Academy may only request an Attorney General opinion if **Arrow Academy** reasonably believes that the requested information is excepted from required disclosure.

Sec. 1.6.4.3. Calculating Timelines.

For the purposes of Government Code sections 552.301–.308, if **Arrow Academy** 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 **Arrow Academy** on the third business day after the date of the postmark on a properly addressed request.

Sec. 1.6.4.4. Previous Determinations.

Except as set forth at Government Code section 552.301(g), **Arrow Academy** may not request an Attorney General decision if **Arrow Academy** 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 **Arrow Academy** after the Attorney General has previously issued a decision regarding the precise information or records at issue.

Arrow Academy 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 excepted from public disclosure;
3. The elements of law, fact, and circumstances are met to support the previous decision’s conclusion that the requested records and information at issue are not excepted from public disclosure; and
4. The previous decision explicitly provides that the governmental body or bodies to which the decision applies may withhold the information without the necessity of seeking a decision from the Attorney General.

Arrow Academy shall notify the requestor in writing of the decision or ruling upon which it is relying if it relies on any previous determination to withhold information from disclosure.

Arrow Academy may withhold from public disclosure the categories of records listed at Texas Attorney General Open Records Decision 684 (2009).

Arrow Academy may withhold from public disclosure personally identifiable, non-directory information in “education records” as defined in the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

Sec. 1.6.4.5. Statement to Requestor.

If **Arrow Academy** requests an Attorney General decision, it shall provide to the requestor within a reasonable time but not later than the tenth business day after the date of receiving the requestor’s written request:

1. A written statement that **Arrow Academy** wishes to withhold the requested information and has asked for a decision from the Attorney General about whether the information is within an exception to public disclosure; and
2. A copy of **Arrow Academy**’s written communication to the Attorney General asking for the decision. If **Arrow Academy**’s written communication to the Attorney General discloses the requested information, **Arrow Academy** shall provide a redacted copy of that written communication.

Sec. 1.6.4.6. Submission to Attorney General.

When **Arrow Academy** requests an Attorney General decision, it shall, within a reasonable time but not later than the 15th business day after receiving the request for information, submit to the Attorney General all of the following:

1. Written comments stating the reasons why the stated exceptions apply that would allow the information to be withheld;
2. A copy of the written request for information;
3. A signed statement as to the date on which the written request for information was received by **Arrow Academy** 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. **Arrow Academy** shall label the copies or representative samples to indicate which exceptions apply to which parts of the copy.

Arrow Academy shall send a copy of the comments to the requestor not later than the 15th business day after **Arrow Academy** receives the written request. If the written comments

disclose or contain the substance of the information requested, the copy of the comments provided to the requestor shall be redacted.

Unless the information is confidential by law, **Arrow Academy** may disclose the requested information to the public or the requestor before a final determination that the information is public has been made by the Attorney General or a court with jurisdiction.

Sec. 1.6.4.7. Additional Information.

If the Attorney General determines that additional information is necessary to render a decision, the Attorney General shall give **Arrow Academy** and the requestor written notice of that fact. **Arrow Academy** shall submit the necessary additional information to the Attorney General not later than the seventh calendar day after the date the notice is received. If **Arrow Academy** does not comply with the Attorney General's request, the information is presumed to be subject to required public disclosure and must be released unless there is a compelling reason to withhold the information.

Sec. 1.6.4.8. Privacy or Property Interests.

If information is requested and a person's privacy or property interests may be involved, including a case under Government Code 552.101 (information confidential by law), 552.104 (information related to competitive bidding), 552.110 (trade secrets), and 552.114 (student records), **Arrow Academy** may decline to release the information for the purpose of requesting a decision from the Attorney General. A person whose interests may be involved, or any other person, may submit in writing to the Attorney General the person's reasons why the information should be withheld or released. **Arrow Academy** may, but is not required to, submit its reasons why the information should be withheld or released.

Sec. 1.6.4.9. Notice to Owner of Proprietary Information.

If release of a person's proprietary information may be subject to exception under Government Code 552.101 (information confidential by law), 552.110 (trade secrets), 552.113 (geological or geophysical information), or 552.131 (economic development information), **Arrow Academy** shall, when requesting an Attorney General decision, make a good faith attempt to provide written notice to that person of its request. The notice must:

1. Be sent within a reasonable time not later than the tenth business day after **Arrow Academy** receives the request for information; and
2. Include:
 - a. A copy of any written request **Arrow Academy** 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 tenth 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. 1.6.5. CHARGES REGARDING TPIA REQUESTS.

Sec. 1.6.5.1. Costs and Charges.

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 **Arrow Academy** advises the requestor that the copy is available on payment of the applicable charges.

Sec. 1.6.5.1.1. 50 Pages or Fewer

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 a remote storage facility. The charge for providing a copy may not include costs of materials, labor, or overhead.

Sec. 1.6.5.1.2. Statement of Labor Costs

If the charge for providing a copy of public information includes costs of labor, the requestor may require the officer for public information or 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.

Sec. 1.6.5.1.3. Attorney General's Rules

Arrow Academy shall use the Attorney General's rules to determine the charges for providing copies of public information and to determine the charge, deposit, or bond required for making public information that exists in a paper record available for inspection, except to the extent that other law provides for charges for specific kinds of public information.

Arrow Academy may determine its own charges for providing copies of public information and its own charge, deposit, or bond for making public information that exists in a paper record available for inspection. However, **Arrow Academy** may not charge an amount that is greater

than 25 percent more than the amount established by the Attorney General, unless **Arrow Academy** requests an exemption.

Sec. 1.6.5.1.4. Exemptions

Arrow Academy may request that it be exempt from part or all of the rules adopted by the Attorney General for determining charges. The request must be made in writing to the Attorney General and must state the reason for the exemption. If **Arrow Academy** receives notice from the Attorney General that an exemption has been granted, **Arrow Academy** may amend its charges according to the Attorney General's determination.

Sec. 1.6.5.1.5. Copies for Parents

Arrow Academy may charge a reasonable fee in accordance with the above requirements for copies of materials provided to parents pursuant to Education Code 26.012.

Sec. 1.6.5.2. Statement of Estimated Charges.

If a request for a copy of public information will result in the imposition of a charge that exceeds \$40, **Arrow Academy** shall provide the requestor with a written itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personnel costs. If an alternative less costly method of viewing the records is available, the statement must include a notice that the requestor may contact **Arrow Academy** regarding the alternative method. **Arrow Academy** must inform the requestor of the responsibilities imposed on the requestor by Government Code 552.2615 and the rights granted by that section and give the requestor the information needed to respond as detailed in Government Code 552.2615(a).

If, after **Arrow Academy** provides the requestor the itemized statement but before it makes the copy or the paper record available, **Arrow Academy** determines that the estimated charges will exceed the charges detailed in the original itemized statement by 20 percent or more, **Arrow Academy** shall send to the requestor an updated written itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personnel costs.

Sec. 1.6.5.2.1. Requestor's Response

A request for which **Arrow Academy** is required to produce an (original or updated) itemized statement of estimated charges is considered to have been withdrawn if the requestor does not respond in writing to the itemized statement by informing **Arrow Academy** within ten business days after the date the statement is sent to the requestor that:

1. The requestor will accept the estimated charges;
2. The requestor is modifying the request in response to the itemized statement; or

3. The requestor has sent to the Attorney General a complaint alleging that the requestor has been overcharged for being provided with a copy of the public information.

Sec. 1.6.5.2.2. Actual Charges

If the actual charges exceed \$40, the charges may not exceed:

1. The amount estimated in the updated itemized statement; or
2. If an updated itemized statement is not sent to the requestor, an amount that exceeds by 20 percent or more the amount estimated in the original itemized statement.

Sec. 1.6.5.2.3. Timing of Deadlines

An original or updated itemized statement is considered to have been sent by **Arrow Academy**, and a requestor is considered to have responded to the statement, on the date that the statement or response is:

1. Delivered in person;
2. Deposited, properly addressed, in the U.S. mail; or
3. Transmitted by electronic mail or facsimile, provided the requestor agrees to receive the statement by those means.

The time deadlines for providing or responding to the required statement of estimated charges do not affect the application of a time deadline imposed on **Arrow Academy** for requesting a decision by the Attorney General under Government Code 552, Subchapter G.

Sec. 1.6.5.3. Deposit or Bond.

The officer for public information or agent may require a deposit or bond for payment of anticipated costs for the preparation of a copy of public information if:

1. The officer or agent has provided the requestor with the written itemized statement required by Government Code 552.2615 (see STATEMENT OF ESTIMATED CHARGES, above); and
2. The charge for providing the copy is estimated by **Arrow Academy** to exceed \$100, if **Arrow Academy** has more than 15 full-time employees, or \$50, if **Arrow Academy** has fewer than 16 full-time employees.

The officer or agent may not require a deposit or bond as a down payment for copies of public information that the requestor may request in the future.

For the purposes of charging for providing copies of public information or for requesting an Attorney General's opinion, a request for a copy of public information is considered to have been received by **Arrow Academy** on the date **Arrow Academy** receives the deposit or bond.

A requestor who fails to make such a deposit or post such a bond before the tenth business day after the date the deposit or bond is required is considered to have withdrawn the request.

Sec. 1.6.5.3.1. Modified Request

If a requestor modifies a request in response to the requirement of a deposit or bond, the modified request is considered a separate request and is considered received on the date **Arrow Academy** receives the written modified request.

Sec. 1.6.5.3.2. Unpaid Amounts

The officer for public information or agent may require a deposit or bond for payment of unpaid amounts the requestor owes **Arrow Academy** in relation to previous public information requests before preparing a copy of public information in response to a new request, if those unpaid amounts exceed \$100. The officer for public information or agent may not seek payment of those unpaid amounts through any other means.

If **Arrow Academy** receives a request from a requestor who, within the preceding 180 days, has accepted but failed to pay written itemized statements of estimated charges from **Arrow Academy** as provided under Government Code 552.261(b), **Arrow Academy** may require the requestor to pay the estimated charges for the request before the request is fulfilled.

Sec. 1.6.5.3.3. Documentation of Unpaid Amounts

Arrow Academy must fully document the existence and amount of those unpaid amounts or the amount of any anticipated costs before requiring a deposit or bond. The documentation is subject to required public disclosure.

Sec. 1.6.5.3.4. Waivers

Arrow Academy shall provide a copy of public information without charge or at a reduced charge if **Arrow Academy** determines that waiver or reduction of the charge is in the public interest because providing the information primarily benefits the public.

If the cost to **Arrow Academy** of processing the collection of a charge for providing a copy of public information will exceed the amount of the charge, **Arrow Academy** may waive the charge.

Sec. 1.6.5.4. Government Publications.

The cost provisions described above do not apply to a publication that is compiled and printed by or for **Arrow Academy** for public dissemination. If the cost of the publication is not determined by state law, **Arrow Academy** may determine the charge for providing the publication, or **Arrow Academy** may provide the publication free of charge, if state law does not require a certain charge.

Sec. 1.6.6. INSPECTION OF PUBLIC INFORMATION.

Sec. 1.6.6.1. Inspection of Public Information.

If the requestor does not request a copy of public information, **Arrow Academy** may not impose a charge for making available for inspection any public information that exists in a paper record, except as set forth below.

Sec. 1.6.6.1.1. Confidential Information

If a page contains confidential information that must be edited from the record before the information can be made available for inspection, **Arrow Academy** may charge for the cost of making a photocopy of the page from which the confidential information must be edited. No charge other than the cost of the photocopy may be imposed.

Sec. 1.6.6.1.2. Payment, Deposit, or Bond

The officer for public information or agent may require a requestor to pay, or to make a deposit or post a bond for the payment of, anticipated personnel costs for making available for inspection public information that exists in paper records if:

1. The information specifically requested by the requestor is older than five years or completely fills, or when assembled will completely fill, six or more archival boxes; and
2. The officer for public information or agent estimates that more than five hours will be required to make the information available for inspection.

If **Arrow Academy** has fewer than 16 full-time employees, the payment, deposit, or bond may be required only if:

1. The information specifically requested by the requestor is older than three years or completely fills, or when assembled will completely fill, three or more archival boxes; and
2. The officer for public information or agent estimates that more than two hours will be required to make the information available for inspection.

Sec. 1.6.6.2. Electronic Records.

If **Arrow Academy** receives a request to inspect information that exists in an electronic medium and that is not available directly online to the requestor, **Arrow Academy** may not impose a charge for access to the information unless complying with the request will require programming or manipulation of data. If programming or manipulation of data is required, **Arrow Academy** shall notify the requestor before assembling the information and provide the requestor with an estimate of charges that will be imposed.

If public information exists in an electronic form on a computer owned or leased by **Arrow Academy**, and the public has direct access to that computer through a computer network or other means, the electronic form of the information may be electronically copied from that computer without charge if accessing the information does not require processing, programming, or manipulation on **Arrow Academy**'s computer before the information is copied. If such information does require processing, programming, or manipulation before it can be copied, **Arrow Academy** may impose charges.

If **Arrow Academy** creates or keeps information in an electronic form, **Arrow Academy** is encouraged to explore options to separate confidential information from public information and make the public information available to the public through electronic access through a computer network or other means.

Sec. 1.6.7. MISCELLANEOUS.

Sec. 1.6.7.1. Limit on Personnel Time for Large or Frequent Requests.

After **Arrow Academy** personnel collectively have spent 36 hours of time producing public information for a requestor during the **Arrow Academy** fiscal year, **Arrow Academy** shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.

Sec. 1.6.7.1.1. Request by Minor

Any time spent complying with a request submitted in the name of a minor, as defined by Family Code 101.003(a), is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian, or other person establishes that another person submitted that request in the name of the minor.

Sec. 1.6.7.1.2. Exception

This section may not apply if the requestor is an individual who, for a substantial portion of the individual's livelihood or for substantial financial gain, gathers, compiles, prepares, collects, photographs, records, writes, edits, reports, investigates, processes, or publishes news or information for and is seeking the information for:

1. A radio or television broadcast station that holds a broadcast license for an assigned frequency issued by the Federal Communications Commission;
2. A newspaper that is qualified under Government Code 2051.044 to publish legal notices or is a free newspaper of general circulation and that is published at least once a week and available and of interest to the general public in connection with the dissemination of news;
3. A newspaper of general circulation that is published on the Internet by a news medium engaged in the business of disseminating news or information to the general public; or
4. A magazine that is published at least once a week or on the Internet by a news medium engaged in the business of disseminating news or information to the general public.

This section also does not apply if the requestor is an elected official of the United States, this state, or a political subdivision of this state, 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.

Sec. 1.6.7.1.3. Written Statement of Personnel Time

Each time **Arrow Academy** complies with a request for public information, **Arrow Academy** 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 12-month period. The amount of time spent preparing the written statement may not be included in the amount of time in the statement.

Sec. 1.6.7.1.4. Written Estimate of Charges

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, **Arrow Academy** 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. **Arrow Academy** shall provide the written estimate on or before the tenth day after the date on which the request was made. The amount of this charge relating to the cost of locating, compiling, and producing the public information shall be established by rules prescribed by the Attorney General.

Sec. 1.6.7.1.5. Additional Time

If **Arrow Academy** provides the requestor with written notice that additional time is required to prepare the written estimate, **Arrow Academy** must provide the written estimate as soon as practicable, but on or before the tenth day after the date **Arrow Academy** provided the notice that additional time was required.

Sec. 1.6.7.1.6. Acceptance of Charges

Arrow Academy is not required to produce public information for inspection or duplication or to provide copies of public information in response to the requestor's request unless on or before the tenth day after the date **Arrow Academy** provided the written estimate, the requestor submits a written statement to **Arrow Academy** in which the requestor commits to pay the lesser of:

1. The actual costs incurred in complying with the request, including the cost of materials, personnel time, and overhead; or
2. The amount stated in the written estimate.

If the requestor fails or refuses to submit a written statement, the requestor is considered to have withdrawn the request.

Sec. 1.6.7.1.7. Waived or Reduced Charges

This section does not prohibit **Arrow Academy** from providing a copy of public information without charge or at a reduced rate, or from waiving a charge for providing a copy of public information, under Government Code 552.267 [see WAIVERS, above].

Sec. 1.6.7.2. Filing Suit to Withhold Information.

Arrow Academy may file suit seeking to withhold information if **Arrow Academy** receives a determination from the Attorney General that information must be disclosed to a requestor. The suit must be filed in Travis County district court against the Attorney General and must seek declaratory relief from compliance with the Attorney General's decision.

Arrow Academy must bring the suit not later than the 30th calendar day after **Arrow Academy** receives the Attorney General's decision. If **Arrow Academy** wishes to preserve an affirmative defense for its officer for public information, as provided by Government Code 552.353(b)(3), **Arrow Academy** must file suit not later than the tenth calendar day after receipt of the Attorney General's decision.

Sec. 1.6.7.3. Parent's Request for Information.

Arrow Academy shall comply with a TPIA upon receipt of a request from a parent for public information relating to the parent's child.

If **Arrow Academy** seeks to file suit to challenge a decision by the Attorney General in order to withhold information it must bring the suit not later than the 30th calendar day after the date **Arrow Academy** receives the decision of the Attorney General, unless an earlier deadline is established by the TPIA.

A court shall grant such a suit precedence over other pending matters to ensure prompt resolution. Notwithstanding any other law, **Arrow Academy** may not appeal the decision of the court. This prohibition does not affect the right of a parent to appeal the decision. If **Arrow Academy** does not bring suit within the period established, **Arrow Academy** shall comply with the decision of the Attorney General.