

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;
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 the School in the officer’s or employee’s official capacity and the information pertains to official business of the School.

“Official business” means any matter over which the School 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 the School in the officer’s or employee’s official capacity, or a person or entity performing official business or a governmental function on behalf of the School, and pertains to official business of the School.

The definition of “public information” above 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.

Gov’t Code 552.002(a)–(a-2), .003(2-a)

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.

Gov't Code 552.002(b)–(c)

ONLINE MESSAGE BOARD

If the Board maintains an online message board or similar Internet application under Government Code 551.006 [see BBI], 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 PIA. *Gov't Code 551.006(d)*

PEST CONTROL INFORMATION

At the time a student is registered, Admissions shall inform parents, guardians, or managing conservators that the School periodically applies pesticides indoors and that information on the application of pesticides is available on request. *Occupations Code 1951.455*

Adopted: 12.10.2015

Amended: 08.31.18