G.1.1 (Policy) Public Information
Responsible Department: Associate Vice Chancellor of Communications, Legal Services
Board Adoption: 8-18-09
Last Board Action: 7-29-14, 7-28-20

Public information will be disclosed upon written request and in accordance with the Texas Public Information Act and applicable law.

Costs may be assessed against requestors as provided by law and Texas Attorney-General guidance. If the time spent by the College District personnel producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor during any fiscal year exceeds 36 hours, the College District shall collect the total cost, including materials, personnel time and overhead expenses, necessary for locating, compiling and producing the public information to comply with request(s).

The Chancellor or designee may establish reasonable procedures to meet College District obligations under the Texas Public Information Act.

A current or former officer or employee of the College District who maintains public information on a privately-owned device shall: (i) forward or transfer the public information to the governmental body or a governmental body server to be preserved as provided by Government Code 552.004(a); or (ii) preserve the public information in its original form in a backup or archive and on the privately-owned device for the time described under Government Code 552.004(a).

Procedure G.1.1.1 Requests for Information
Procedure G.1.1.2 Guidelines for Public Information Request Charges

Legal Reference - TACC Policy Reference Manual
BBI(LEGAL) – Board Members: Technology Resources and Electronic Communications
GAA(LEGAL) - Public Information Program: Access to Information
GAB(LEGAL) - Public Information Program: Requests for Information
GAC(LEGAL) - Public Information Program: Student's Right to Know