

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

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.

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

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