

PUBLIC INFORMATION ACT: REQUESTS FOR PUBLIC INFORMATION

Officer for Public Information

As the chief administrative officer of Temple College, the Vice President, Administrative Services is the officer for public information. Each department head shall be an agent of the officer for purposes of complying with the public information laws.

Duties

The officer is responsible for the release of public information as required by the Public Information Act (PIA), 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 is not responsible for the use made of the information by the requestor or the release of the 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.

Gov't Code 552.201(a)–.204

Public Information Act Training

Within 90 days after assuming office, the public information coordinator shall complete a course of training regarding the responsibilities of the College with which the official serves and its officers and employees under Texas Government Code Chapter 552.

The training shall be not less than one or more than two hours. The attorney general may provide the training and may also approve other acceptable sources of training.

Temple College shall maintain and make available for public inspection the record of a public information coordinator's completion of the training.

Gov't Code 552.012(a)–(b), (d)–(e)

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 the College, and the procedures for inspecting or obtaining a copy of public information under the PIA. The officer shall display the sign at one or more places in the administrative offices of the College where it is plainly visible to:

4. Members of the public who request public information in person; and
5. Employees of the governmental body whose duties include receiving or responding to public information requests.

Gov't Code 552.205

Access to Public Information

Procedural Rules

Temple College 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 PIA. *Gov't Code 552.230*

It shall be the policy of the College to provide a suitable copy of public information within a reasonable time after the date on which the copy is requested. *Gov't Code 552.228*

Treatment of Requests

The officer for public information or 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 PIA. *Gov't Code 552.222(a)–(b), .223–.224*

Location of Access

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

1. Providing the information for inspection or duplication in the offices of the College; or
2. Sending copies of the information 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 PIA.

The PIA does not authorize a requestor to remove an original copy of a public record from an office of the College.

Gov't Code 552.221(b), .226

Time for Response

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Policy Manual Review Committee Revision Date: April 13, 2017

An 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. The College may not automatically withhold for ten business days public information not excepted from disclosure.

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.

Gov't Code 552.221; Tex. Atty. Gen. ORD-664 (2000)

Requests to Narrow or Clarify

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

If the request included the requestor's physical or mailing address, the College 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 the College does not receive a written response by the 61st day after the College sends the written request, the underlying request for public information is considered to have been withdrawn by the requestor.

Gov't Code 552.222(b), (d)–(f)

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 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 if the information is needed for use by the College. The period of interruption is not considered to be a part of the time during which the person may examine the information.

Gov't Code 552.225

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. The College shall provide a copy in the requested medium:

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

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

Gov't Code 552.228

Requests Requiring Programming or Manipulation

The College shall provide the requestor a written statement described below, if the College 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;

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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 the rules established by the attorney general; and
5. A statement of the anticipated time required to provide the information in the requested form.

Response Time When Programming or Manipulation Is Required

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

Further Action

After providing the written statement described above, the College 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 the College 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.

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. The College shall maintain a readily accessible file containing all written statements issued concerning requests for information that require programming or manipulation of data. *Gov't Code 552.231*

Repetitious or Redundant Requests

If the College determines that a requestor has made a request for information for which the College has previously furnished or made copies available to the requestor, the College 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 the College selects this option, the College is not required to comply with the procedures described below.

Gov't Code 552.232(a)

These provisions do not apply to information not previously furnished to a requestor. The College 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. *Gov't Code 552.232(d)*

Procedures

The College 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 the College received the requestor's original request for that information;
3. The date the College 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.

Gov't Code 552.232(b)

Attorney General Decisions

If the College receives a written request for information that the College considers to be within one of the exceptions to required disclosure and that the College wishes to withhold from public disclosure, the College shall request a decision from the attorney general about whether the information is within the exception. For these purposes, the term "written request" includes a request sent by electronic mail or facsimile transmission to the officer or designee.

Time for Request

The College must submit the request to the attorney general not later than the tenth business day after receiving the written request. If the College 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. *Gov't Code 552.301(a)–(c), .302*

The College may only request an attorney general decision if the College reasonably believes that the requested information is excepted from required disclosure. *Tex. Atty. Gen. ORD-665 (2000)*

Calculating Time Lines

For the purposes of Government Code sections 552.301–.308, if the College receives a written request by U.S. mail and cannot adequately establish the actual date of receipt, the request is considered to have been received by the College on the third business day after the date of the postmark on a properly addressed request. *Gov't Code 552.301(a-1)*

When Government Code sections 552.301–.308 require a request, notice, or other document to be submitted or otherwise given to the attorney general within a specified period, the requirement is met in a timely fashion if the College submits the document through the attorney general's designated electronic filing system within that period. This provision does not affect the right of the College to submit information to the attorney general by mail under Government Code 552.308.

When the attorney general is required to deliver a notice, decision, or other document within a specified period, the requirement is met in a timely fashion if the attorney general electronically transmits the document within that period.

Gov't Code 552.309

Previous Determinations

Same Information

Except as set forth at Government Code section 552.301(g), the College may not request an attorney general decision if the College 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 the College after the attorney general has previously issued a decision regarding the precise information or records at issue. The law, facts, and circumstances that formed the basis of the prior ruling must not have since changed. *Gov't Code 552.301(f); Tex. Atty Gen. ORD-673 (2001)*

Categories of Information

The College 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 the type of governmental body from which the information is requested;
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 or 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.

Tex. Att'y Gen. ORD-673 (2001)

A governmental body that relies on any previous determination to withhold information from disclosure should notify the requestor in writing of the decision or ruling upon which it is relying.

The College may withhold from public disclosure the categories of personnel records listed at Texas Attorney General Open Records Decision 684 (2010).

Tex. Att'y Gen. ORD-684 (2010)

The College may withhold from public disclosure personally identifiable, non-directory information in "education records" as defined in the Family Education Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g [see FL]. *Tex. Att'y Gen. ORD-634 (1995)*

Statement to Requestor

If the College 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:

5. A written statement that the College 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
6. A copy of the College's written communication to the attorney general asking for the decision. If the College's written communication to the attorney general discloses the requested information, the governmental body shall provide a redacted copy of that written communication.

Gov't Code 552.301(d)

Submission to Attorney General

When the College 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 the College 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. The College shall label the copies or representative samples to indicate which exceptions apply to which parts of the copy.

The College shall send a copy of the comments to the requestor not later than the 15th business day after the College 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.

Gov't Code 552.301(e)-(e-1)

Unless the information is confidential by law, the College 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.

Gov't Code 552.303(a)

Electronic Submission

A governmental body that requests a decision from the attorney general about whether requested public information is excepted from public disclosure may submit that request for decision to the attorney general through the attorney general's designated electronic filing system. The body's request for decision must comply with the requirements of Government Code 552.301.

The deadlines in Government Code 552.301 and 552.303 are met if the College timely submits the required documents and other materials through the attorney general's designated electronic filing system within the time prescribed.

The College must comply with the requirements of Government Code 552.301(d) and (e-1) and 552.305 regardless of whether the request for attorney general decision is submitted electronically or through another permissible method of submission.

To use the attorney general's designated electronic filing system, the College must agree to and comply with the terms and conditions of use as outlined on the attorney general's designated electronic filing system Web site.

The confidentiality of Government Code 552.3035 applies to information submitted under Government Code 552.301(e)(1)(D) through the attorney general's designated electronic filing system.

1 TAC 63.22

Additional Information

If the attorney general determines that additional information is necessary to render a decision, the attorney general shall give the College and the requestor written notice of that fact. The College 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 the College 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. *Gov't Code 552.303(c)–(e)*

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), the College 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. The College may, but is not required to, submit its reasons why the information should be withheld or released. *Gov't Code 552.305(a)–(c)*

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), a governmental body that requests an attorney general decision shall 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 the College receives the request for information; and
2. Include:
 - a. A copy of any written request the College 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).

Gov't Code 552.305(d)

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 the College advises the requestor that the copy is available on payment of the applicable charges.

50 Pages Or Less

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.

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.
Gov't Code 552.261, .262(a)

Attorney General's Rules

The College 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.

The College 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, the College may not charge an amount that is greater than 25 percent more than the amount established by the attorney general, unless the College requests an exemption.

Gov't Code 552.262(a); 1 TAC 70.1(b)

Exemptions

The College 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 the College receives notice from the attorney general that an exemption has been granted, the College may amend its charges according to the attorney general's determination.
Gov't Code 552.262(c)

Statement of Estimated Charges

If a request for a copy of public information will result in the imposition of a charge that exceeds \$40, the College 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 the College regarding the alternative method. The College 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 the College provides the requestor the itemized statement but before it makes the copy or the paper record available, the College determines that the estimated charges will exceed the charges detailed in the original itemized statement by 20 percent or more, the College 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.

Requestor's Response

A request for which the College 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 the College 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.

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.

Timing of Deadlines

An original or updated itemized statement is considered to have been sent by the College, 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 the College for requesting a decision by the attorney general under Government Code 552, Subchapter G.

Gov't Code 552.2615

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; and
2. The charge for providing the copy is estimated by the College to exceed \$100.

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.

Gov't Code 552.263(a)–(b)

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 the College on the date the College receives the deposit or bond. *Gov't Code 552.263(e)*

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. *Gov't Code 552.263(f)*

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 the College receives the written modified request. *Gov't Code 552.263(e-1)*

Unpaid Amounts

The officer for public information or agent may require a deposit or bond for payment of unpaid amounts the requestor owes the College 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. *Gov't Code 552.263(c)*

A governmental body that 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 the governmental body as provided under Government Code 552.261(b) may require the requestor to pay the estimated charges for the request before the request is fulfilled. *Gov't Code 552.2661*

Documentation of Unpaid Amounts

The College 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. *Gov't Code 552.263(d)*

Waivers

The College shall provide a copy of public information without charge or at a reduced charge if the College 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 the College of processing the collection of a charge for providing a copy of public information will exceed the amount of the charge, the College may waive the charge.

Gov't Code 552.267

Government Publication

The cost provisions described above do not apply to a publication that is compiled and printed by or for the College for public dissemination. If the cost of the publication is not determined by state law, the College may determine the charge for providing the publication, or the College may provide the publication free of charge, if state law does not require a certain charge. *Gov't Code 552.270*

Inspection of Public Information

If the requestor does not request a copy of public information, the College may not impose a charge for making available for inspection any public information that exists in a paper record, except as set forth below. *Gov't Code 552.271(a)*

Confidential Information

If a page contains confidential information that must be edited from the record before the information can be made available for inspection, the College 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. *Gov't Code 552.271(b)*

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.

Gov't Code 552.271(c)

Electronic Records

If the College receives a request to inspect information that exists in an electronic medium and that is not available directly online to the requestor, the College 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, the College 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 the College, 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 the College's computer before the information is copied. If such information does require processing, programming, or manipulation before it can be copied, the College may impose charges.

If the College creates or keeps information in an electronic form, the College 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.

Gov't Code 552.272

Large or Frequent Requests

Personnel Time

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

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.

Exception

This section does 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:

3. A radio or television broadcast station that holds a broadcast license for an assigned frequency issued by the Federal Communications Commission;
4. 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;

5. 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
6. 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.

Written Statement of Personnel Time

If the College establishes a time limit, each time the College complies with a request for public information, the College 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.

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, the College 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. The College 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.

Additional Time

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

Acceptance of Charges

The College 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 the College provided the written estimate, the requestor submits a written statement to the College in which the requestor commits to pay the lesser of:

7. The actual costs incurred in complying with the request, including the cost of materials, personnel time, and overhead; or
8. 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.

Waived or Reduced Charges

This section does not prohibit the College 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. *Gov't Code 552.275*

Filing Suit to Withhold Information

The College may file suit seeking to withhold information if the College 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.

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

Gov't Code 552.324, .353(b)(3)