

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Requests for public information will be made to the College District, to the attention of the Public Information Act officer, by one of the following methods:

1. Hand delivery;
2. U.S. mail to 3452 Spur 399, Suite 411, McKinney, TX 75069; or
3. Email at publicinfo@collin.edu.

Nonbusiness Days

The District President or designee may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The District President or designee may designate at most 10 nonbusiness days each calendar year.

Suspension of Public Information During a Catastrophe

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the PIA, the Board will temporarily suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board will extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

Charging for Personnel Time

In addition to other labor charges permitted by, and in accordance with law, the College District will also charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during any one-month period.

A requestor will be required to compensate the College District for the costs incurred in satisfying subsequent requests once the time limits listed above are reached even if the estimated total will not exceed \$40.00. The College District will provide the requestor with a statement detailing the time spent complying with the request(s) and the cumulative amount of time the requestor has accrued towards the established limits.

If the College District provides the requestor with a written statement, and the time limits prescribed have been met, the College District is not required to respond unless the requestor submits payment.

If the requestor fails to submit payment before the tenth day after receipt of the written statement, the original request is considered withdrawn.