

Policy: Public Information Request Policy

Creation Date: February 8, 2017

Revision Date:

Prepared By: Human Resources

Approved By: City Manager

Legal Review: City Attorney's Office

POLICY: Open Records Request Policy

I. **PURPOSE:** To ensure that Public Information Requests are received and processed throughout city departments in a consistent and timely manner in accordance with the Texas Public Information Act.

II. **DEFINITIONS:**

- A. **Public Information Request (Request):** A request made by a member of the public for recorded information in any medium including but not limited to: paper, film, electronic, tape.
- B. **Public Information Coordinator (PIC):** The City Attorney's Office employees responsible for the intake, dissemination, compilation and delivery of the requested items.
- C. **Departmental Public Information Coordinator (DPIC):** A department employee responsible for receiving, reviewing, gathering and supplying the collected materials to the PIC. Each department will assign a DPIC. The appointee shall hold a position within the department that is responsible for handling information requests and is recognized among the staff as having the administrative authority to fulfil the assignment.
- D. **Backup Departmental Public Information Coordinator:** A department employee who meets the DPIC requirements and will act in the absence of the DPIC.
- E. **GovQA:** The city's internal electronic open records system used to log and track the progress of public information requests and responses.

III. **PROCEDURES:**

- A. The PCC will forward the Request, via GovQA, to the respective DPIC and include the date by which the materials are to be provided.
- B. The DPIC is to acknowledge receipt of the Request via GovQA. Should the DPIC be out of the office for more than one day, they shall input their absence and select their backup in GovQA and notify the PIC that the backup DPIC is to be contacted in their absence.
- C. The DPIC coordinates the collection of the information among the appropriate department staff.
- D. The DPIC tracks the progress of collecting the materials and meeting the submittal due date. It is the DPIC's responsibility to notify the PIC through GovQA of any conflicts that preclude the department from meeting the submittal due date. This notification is to be made as soon as the DORC become aware of the situation.
- E. The DPIC is to make copies of the pertinent materials and submit them to the ORC on or before the submittal date.

APPOINTMENT OF DPIC: DPICs shall notify the PIC of any change in the DPIC or backup DPIC as soon as they become aware of the change. The PIC will review and update the DPICs and backup DPICs list annually.

APPROVED BY:



TOMAS GONZALEZ, City Manager

DATE: 8/23/17