

Chapter: Agency Supports and Controls	Effective Date: 7/1/24
Rule: Public Information Requests	Page: 1 of 1
Statutes: Gov't Code Chapter 552	Replaces: GAP.385.8101, 10/1/16

(a) **Purpose.**

This policy provides information about requests submitted to the Texas Juvenile Justice Department (TJJD) for public information consistent with the Public Information Act, Government Code Chapter 552.

(b) **General Provisions.**

- (1) Pursuant to §552.201, Government Code, the executive director is the officer for public information. The executive director may designate an open records coordinator to respond to requests for public information. Each department head within TJJD is an agent of the executive director for purposes of complying with the Public Information Act.
 - (2) TJJD must:
 - (A) make public information available for inspection and copying;
 - (B) carefully protect public information from deterioration, alteration, mutilation, loss, or unlawful removal; and
 - (C) repair, renovate, or re-bind public information as necessary to maintain it properly.
 - (3) Each TJJD facility and office must post a sign in the administrative offices of the facility in the form prescribed by the Office of the Attorney General. The sign must contain the basic rights of a requestor of public information, the responsibilities of TJJD, and the procedures for inspecting or obtaining a copy of public information.
 - (4) All requests must be in writing and should include the name, address, and telephone number of the requestor. Requests submitted by fax or e-mail are not considered received until submitted to the fax number or email address designated by TJJD on its website.
 - (5) Except as described in paragraph (6) of this subsection, information that is open for inspection must promptly be made available to the requestor. Promptly means as soon as possible under the circumstances, within a reasonable time, and without delay. If a response to a request cannot be made within 10 business days after receipt of the request, the open records coordinator must notify the requestor in writing of the date on which the records will be made available. TJJD is not entitled to automatically withhold for 10 business days information that is not excepted from public disclosure.
 - (6) If TJJD determines the request will require an opinion by the Office of the Attorney General as to the releasability of the requested information, the request to the Office of the Attorney General shall be made within 10 business days after receipt of the request for information, with written notice provided to the requestor. Otherwise, the information is open for inspection.
 - (7) Information requested by a member of the legislature or a member of a legislative body is provided at no charge. If the requested information is confidential, it remains confidential while in the possession of the requestor. The requestor must complete an affidavit regarding confidentiality of the information.
 - (8) Costs for production of requested documents are based on guidelines provided in [1 TAC Chapter 70](#).
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