

PUBLIC INFORMATION PROGRAM  
REQUESTS FOR INFORMATION

GCB  
(LOCAL)

Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery to the College President's office located at 200 Lee Dr., Baytown, TX 77520, Rundell Hall, second floor, suite 200;
2. U.S. mail to ~~P.O. Box 818, Baytown, TX 77522~~P.O. Box 818, Baytown, TX 77522; or
- ~~3. Email at [presidentsoffice@lee.edu](mailto:presidentsoffice@lee.edu).~~
3. Email at [presidentsoffice@lee.edu](mailto:presidentsoffice@lee.edu).

**Nonbusiness Days**

The College President 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 College President 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 ~~Texas Public Information Act (PIA)~~, PIA, the Board shall 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 shall 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 shall 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 a one-month period.