

### **G.1.1.1 (Procedure) Requests for Information**

Responsible Department: Associate Vice Chancellor of Communications, Legal Services

Based on Board Policy: [G.1.1](#) Public Information

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Last Amended: 2-24-14

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The Chancellor or designee is the College District's officer for public information. Each department head is an agent of the officer for public information for the purposes of complying with the public information laws and the College District's policy on public records. The officer for public information shall:

1. Make public information available for public inspection and copying.

The officer for public information is responsible for the release of public information as required by Government Code Chapter 552. 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.

Employees shall promptly forward information requests from anyone not employed by the College District to [nkempfl@alamo.edu](mailto:nkempfl@alamo.edu). It is important to forward information requests as soon as they are received in order for the College District to meet the requirements of the Texas Public Information Act.

More information on this topic is available at

[http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Communications/PIA\\_2.pdf](http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Communications/PIA_2.pdf). Questions regarding the confidentiality of employee or student information should be

directed to the District Office of Legal Services. Additional guidance is available in

*Chancellor's Clarification 08-02* at

[http://www.alamo.edu/UploadedFiles/District/Employees/Departments/Ethics/pdf/clarification/Chancellors-Clarification\\_08-02.pdf](http://www.alamo.edu/UploadedFiles/District/Employees/Departments/Ethics/pdf/clarification/Chancellors-Clarification_08-02.pdf).

*Legal Reference - TACC Policy Reference Manual*

GAA(LEGAL) - Public Information Program: Access to Information

GAB(LEGAL) - Public Information Program: Requests for Information

GAC(LEGAL) - Public Information Program: Student's Right to Know