

Requests for public information shall be submitted in writing to the College District's open records officer using the following contact information:

NCTC Open Records Officer

North Central Texas College

1525 W. California, Gainesville, TX 76240

Phone: (940) 668-7731

Email at OpenRecords@nctc.edu

**Suspension of
Public Information
During Catastrophe**

In the event a catastrophe, as defined by law, impacts the College District, the Board shall suspend the applicability of the Texas Public Information Act 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.