

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

1. Hand delivery;
2. U.S. mail to 100 Cardinal Drive, Athens, TX 75751; or
3. Email at publicinformation@tvcc.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.