

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

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

Hand delivery;

U.S. mail to Public Information Requests, 4015 Avenue Q,
Galveston, TX 77550

Email at: PublicInformationRequest@gc.edu

SUSPENSION OF
PUBLIC
INFORMATION
DURING
CATASTROPHE

In the event a catastrophe, as defined by law, impacts the College District, the College may 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 College may 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 shall charge a requestor for additional personnel time spent producing information for the requestor after College personnel have collectively spent:

1. Thirty-six (36) hours of time during the College's fiscal year; or,
 2. Fifteen (15) hours of time during a one-month period.
-