

Public Access Notification: The Texas Public Information Act

Periodically, the public requests information concerning District employees. The Public Information Act requires the District to release information regarding name, salary, dates of employment, title, sex, ethnicity, certificates, employment contract, degrees, etc. to the public since this type of information is considered public information. Information related to taxes, benefits, criminal history, medical information, and the employee's evaluation is generally not available for public release since these types of information are considered personal and private under Texas law. Other personal information such as the employee's home address, telephone number, and information that reveals whether they have family members must be disclosed under the Public Information Act unless the employee elects to keep this information private.

Employees must elect within 14 days of employment to keep this information private or they may choose to open or close access to this information at any time by submitting a written statement to the Personnel Office. Note that your Social Security number is specifically protected from disclosure under the Texas Public Information Act, Section 552.147. If you do not elect to keep your home address, telephone numbers, and family member information confidential, it must be disclosed if requested under the Texas Public Information Act

Employee Information

Name _____

Last 4 digits of SSN _____

Home Address _____

Home Phone Number _____

Election to Close or Open Public Access

____ I elect to **close** public access to my home address, telephone number, social security number and information on family members.

____ I elect to **open** access to my home address, telephone number, social security number and information on family members.

Signature

Date

Please sign and return to your campus Secretary.