

## Public Information Act Deadlines for Governmental Bodies

Step	Action	Section	Deadline	Due	Done
1	Governmental body must either release requested public information promptly, or if not within ten days of receipt of request, its Public Information Officer ("PIO") must certify fact that governmental body cannot produce the information within ten days and state date and hour within reasonable time when the information will be available.	552.221(a) 552.221(d)	Within ten business days of receipt of request for information make public information available, <b>or</b>		
			certify to requestor date and hour when public information will be available		
2	Governmental body seeking to withhold information based on one or more of the exceptions under Subchapter C must request an attorney general decision stating all exceptions that apply, if there has not been a previous determination.	552.301(b)	Within a reasonable time, but not later than the tenth business day after receipt of the request for information.		
3	Governmental body must give notice to the requestor of the request for attorney general decision and a copy of the governmental body's request for an attorney general decision.	552.301(d)	Within a reasonable time, but not later than the tenth business day after receipt of the request for information.		
4	Governmental body must submit to the attorney general comments explaining why the exceptions raised in Step 2 apply.	552.301(e)	Within a reasonable time, but not later than the fifteenth business day after receipt of the request for information.		
5	Governmental body must submit to attorney general copy of written request for information.	552.301(e)	Within a reasonable time, but not later than the fifteenth business day after receipt of the request for information.		
6	Governmental body must submit to attorney general signed statement as to date on which written request for information was received.	552.301(e)	Within a reasonable time, but not later than the fifteenth business day after receipt of the request for information.		
7	Governmental body must submit to attorney general copy of information requested or representative sample if voluminous amount of information is requested.	552.301(e)	Within a reasonable time, but not later than the fifteenth business day after receipt of the request for information.		
8	a) Governmental body makes a good faith attempt to notify person whose proprietary information may be protected from disclosure under sections 552.101, 552.110, 552.113, or 552.131. Notification includes: 1) copy of written request; 2) letter, in the form prescribed by the attorney general, stating that the third party may submit to the attorney general reasons requested information should be withheld.	552.305(d)	Within a reasonable time, but not later than the tenth business day after date governmental body receives request for information.		
	b) Third party may submit brief to attorney general.	552.305(d)	Within a reasonable time, but not later than the tenth business day of receiving notice from governmental body.		
9	Governmental body must submit to attorney general additional information if requested by attorney general.	552.303(d)	Not later than the seventh calendar day after date governmental body received written notice of attorney general's need for additional information.		

Appendix B

Step	Action	Section	Deadline	Due	Done
10	Governmental body desires attorney general reconsideration of attorney general decision.	552.301(f)	Public Information Act prohibits a governmental body from seeking the attorney general's reconsideration of an open records ruling.		
11	Governmental body files suit challenging the attorney general decision.	552.324	Within thirty calendar days after the date governmental body receives attorney general decision.		
12	Governmental body files suit against the attorney general challenging the attorney general decision to preserve an affirmative defense to prosecution for failing to produce requested information.	552.353(b)	Within ten calendar days after governmental body receives attorney general's decision that information is public.		

## Public Information Act Deadlines for Requestor

Step	Action	Section	Deadline	Due	Done
1	Requestor may submit to attorney general reasons requested information should be released when request for attorney general decision is pending.	552.304	Public Information Act has no deadline. Requestors wishing to submit information should contact attorney general to obtain deadline.		
2	Requestor may file writ of mandamus if governmental body refuses to request an attorney general decision or refuses to release information that the attorney general determined is public information.	552.321	No deadline specified in chapter 552, Government Code.		
3	<b>Complaints: Requestor files with district or county attorney.</b> Requestor may file complaint with district or county attorney alleging violation of Public Information Act.	552.3215(e)	No deadline specified in chapter 552, Government Code		
4	<b>Complaints: District or county attorney.</b> If a complaint is filed with the district or county attorney, the district or county attorney shall determine whether to bring declaratory or injunctive action based on allegations of violations of the Public Information Act.	552.3215(g)	Before the thirty-first day after the complaint is filed with the district or county attorney.		
5	<b>Complaints: Notice of determination.</b> The district or county attorney shall notify the complainant of the determination on whether to bring declaratory or injunctive action based on the requestor's complaint.	552.3215(g)	Before the thirty-first day after the complaint is filed with the district or county attorney.		
6	<b>Complaints: Conflict of interest.</b> If the district or county attorney believes there is a conflict of interest, the district or county attorney shall inform the complainant of that decision and of the complainant's right to file with the attorney general's office.	552.3215(h)	Before the thirty-first day after the complaint is filed with the district or county attorney.		
7	<b>Complaints: No action filed.</b> If the district or county attorney decides not to bring an action, it shall return the complaint to the complainant with a statement explaining the basis for that determination.	552.3215(h)	Before the thirty-first day after the complaint is filed with the district or county attorney.		
8	<b>Complaints: Complainants' rights.</b> If the district or county attorney decides not to bring an action, the complainant is entitled to file the complaint with the attorney general.	552.3215(i)	Before the thirty-first day after the date the complaint is returned to the complainant.		
9	<b>Complaints: Attorney General.</b> On receipt of the complaint, the attorney general shall comply with the requirements in subsections 552.3215(g) and (h).	552.3215(j)	Before the thirty-first day after the complaint is filed with the attorney general.		