PUBLIC INFORMATION ACT: BASIC PROCESS AND DEADLINES

Governmental Body "GB" Receives Written Open Records Request

45 working days begin for OAG to issue decision

40 working days remain

25 working days remain

WITHIN 10 BUSINESS DAYS

GB seeks OAG decision 552.301(a). Notice and/or copy to requestor required. 662.301(d)

WITHIN 15 BUSINESS DAYS

GB must submit to OAG:
1. Written request for information
2. Written comments
3. Requested information marked with claimed exceptions 552.301(b)
4. A signed statement as to the date request rec'd or evidence to establish date. 553.301(e)(c). (GB must not re-ask same question on same info if there's an ORD).

If request implicates release of potentially confidential proprietary information GB sends notice to affected party. 522.303.552.305(d) Third party deadline to submit written comments is 10 working days.

OAG sends notice seeking additional information if needed. 522.303(c)

GB must submit information requested by OAG 522.303(c) within 7 calendar days of request.

OAG issues open records decision 552.306(a)

With discretion OAG issues open records decision on 55th day 552.306(a)

WITHIN 45 WORKING DAYS SECTION 552.306(A)

WITHIN 10 BUSINESS DAYS

1. GB releases info
2. GB, OAG requestor, or third party may file suit for judicial review (writ of mandamus) 552.221(d) 552.321
3. OAG, District Attorney or county Attorney may file suit for declaratory judgment or injunctive relief. 552.3215

ANY PERSON MAY SUBMIT WRITTEN COMMENTS WHY THE INFORMATION SHOULD OR SHOULD NOT BE RELEASED. SECTION 552.304