



The Public Information Act and Alamo Colleges

Almost all government information is open to the public. Some exceptions apply. Alamo Colleges shall release requested information that is not confidential by law. For example, social security numbers are not subject to release. When requests for information are received, immediately send the public information act request to Office of Legal Affairs, 201 W. Sheridan, Bldg. C, Room 8, San Antonio, Texas 78204.

Requesters have the right to:

- Prompt access to information that is not confidential or otherwise protected;
- Nondisclosure of reason for the request; never ask why the information is requested;
- Receive treatment equal to all other requestors, including accommodation in accordance with ADA requirements;
- Receive certain kinds of information without exceptions, like the voting record of public officials or information related to the receipt, expenditure or estimated need for public funds, and other items;
- Receive a statement of estimated charges, when charges exceed \$40, in advance of work being started and opportunity to renegotiate the request if charges are too high;
- Choose whether to inspect the requested information (most often at no charge) receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Notice when the governmental body asks the Office of the Attorney General for a ruling on whether the information can be withheld under one of the exceptions;
- Lodge a complaint about charges for public records with the General Services Commission and a complaint related to other possible violations with the county attorney, criminal district attorney, or Office of the Attorney General.

To request information for Alamo Colleges, please contact:

By Mail: Office of Legal Affairs, 201 W. Sheridan, Bldg. C, Room 8, San Antonio, Texas 78204

By Fax: Office of Legal Affairs, 210-485-0051

In Person: 201 W. Sheridan, Bldg C, Room 8, San Antonio, Texas 78204

For Complaints regarding failure to release public information you may contact the Office of the Attorney General, Open Records Hotline, 512-478-6736 or toll-free, 1-877-673-6839

For Complaints regarding overcharges, please contact the General Service Commission, 512-475-2497.