

PUBLIC INFORMATION ACT CATASTROPHE NOTICE

Please review the attached instructions prior to completing the form. Instructions may also be viewed at <http://www.texasattorneygeneral.gov/open-government/governmental-bodies/catastrophe-notice>.

SECTION 1 – GOVERNMENTAL BODY IMPACTED BY THE CATASTROPHE

GOVERNMENT CODE § 552.233

Pursuant to section 552.233(b), a governmental body may suspend the applicability of the requirements of the Public Information Act (the “Act”) if the governmental body is currently impacted by a catastrophe and provides proper notice in accordance with this section.

(Name of Governmental Body Impacted by the Catastrophe) PLEASE PRINT

SECTION 2 – IDENTIFY AND DESCRIBE CATASTROPHE

Section 552.233(a)(1) defines catastrophe as a “condition or occurrence that interferes with the ability of a governmental body to comply with the requirements of this chapter[.]” Identify and describe the catastrophe impacting the governmental body:

SECTION 3 – SUSPENSION PERIOD

The initial suspension period may not exceed seven consecutive calendar days. A governmental body may not submit a catastrophe notice more than two calendar days prior to the beginning date of the suspension period. If the catastrophe impact is longer than seven calendar days, a governmental body may submit an extension notice at the end of the initial suspension period. A governmental body may only file one extension notice, and the extension notice may not exceed seven consecutive calendar days. *See Gov’t Code §552.233(d), (e).*

Beginning Date of Initial Suspension: _____

End Date of Initial Suspension: _____

Please note: Governmental bodies may not submit the initial suspension notice and the extension notice at the same time or on the same form. For purposes of section 552.233, the first day (beginning date) and the end date of the suspension period are counted as part of the suspension period.

TO THE PUBLIC: For questions regarding this notice or if you believe a violation of the Act has occurred, please contact the OAG Open Government Hotline at (512) 478-6736 or toll free 1-877-673-6839.

SECTION 4 – GOVERNMENTAL BODY CONTACT INFORMATION

Name: _____

Title: _____ Phone number: _____

Signature: _____ Date: _____