

PUBLIC INFORMATION ACT CATASTROPHE NOTICE INSTRUCTIONS

These are the instructions for completing the Office of the Attorney General's ("OAG") Public Information Act Catastrophe Notice form pursuant to section 552.233 of the Government Code. If you have any questions concerning the form, please contact the **Open Government Hotline** at (512)478-6736 or toll free 1-877-673-6839.

SUBMITTING NOTICE TO THE OAG:

Notice may be provided to the OAG by any of the following methods:

- Online submission form: <http://www.texasattorneygeneral.gov/opengovernment/governmental-bodies/catastrophe-notice/submit-catastrophe-notice>
- Mailing the notice to the following address:
Attn: Public Information Act Catastrophe Notice
Office of the Attorney General - Open Records Division
P.O. Box 12548 Austin, Texas 78711-2548

If you are unable submit the notice by any of the listed methods, please contact the **Open Government Hotline** at (512) 478-6736 or toll free 1-877-673-6839 for assistance.

SECTION 1: Provide the name of the governmental body impacted by the catastrophe. Section 552.233(a)(1) of the Government Code defines catastrophe as "a condition or occurrence that interferes with the ability of a governmental body to comply with the requirements of this chapter[.]"

SECTION 2: Identify and provide a detailed description of the catastrophe, including how the catastrophe interferes with the ability of the governmental body to comply with the requirements of the Act. The catastrophe description should enable any person who views this notice to readily identify the catastrophe and its impact on the governmental body.

SECTION 3: Provide the dates of the initial suspension period of the governmental body. The suspension may be instated for a period of up to seven consecutive calendar days. The beginning date is counted as part of the suspension period, and it may not be more than two calendar days before submission. The initial suspension period may begin up to two calendar days before the governmental body provides proper notice to the OAG, but it may not be for longer than seven consecutive calendar days, including the beginning date of the suspension period. It also may not extend more than seven calendar days after notice is submitted.

SECTION 4: Provide the contact information of the governmental body's Public Information Officer or an authorized agent. The person listed should be able to answer any questions the OAG may have regarding the governmental body's catastrophe notice.

SECTION 5: This page should not be filled out unless the governmental body has determined it is still impacted by the catastrophe on which the initial suspension period was based. *See* Gov't Code §552.233(e).

SECTION 6: Provide the beginning and end dates of the initial suspension period and identify the catastrophe listed on the initial notice of catastrophe form.

SECTION 7: Provide the dates for the extension of the initial suspension period. The suspension period may be extended an additional seven consecutive calendar days. The suspension period may only be extended one time and must begin on the calendar day following the end date of the initial suspension. The total time frame of the suspension period should not exceed fourteen calendar days. A copy of this form noting the extension must be provided to the OAG. The extension notice should be signed by the governmental body's Public Information Officer or an authorized agent.

SECTION 8: Provide the contact information of the governmental body's Public Information Officer or an authorized agent. The person listed should be able to answer any questions the OAG may have regarding the governmental body's catastrophe notice.