PUBLIC INFORMATION ACT
CATASTROPHE EXTENSION NOTICE

Governmental Bodies: Please review instructions on the back of this page prior to completing the form. Instructions may also be viewed at http://www.texasattorneygeneral.gov/open-government/governmental-bodies/catastrophe-notice.

SECTION 5 – 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.

Brazosport Independent School District

(Name of Governmental Body Impacted by Catastrophe) PLEASE PRINT

SECTION 6 – IDENTIFY CATASTOPHE

Provide the date of the initial suspension period and identify the catastrophe listed on the initial catastrophe notice form that is continuing to impact the governmental body.

Dates of Initial Suspension Period: 03/16/2020-04/10/2020

Identify Catastrophe: Closure of school district due to COVID-19 virus

SECTION 7 – EXTENSION NOTICE

[ ] Notice is hereby given, pursuant to section 552.233(e) of the Government Code that the governmental body is still impacted by the catastrophe as described above and will extend its suspension of the requirements of the Act for an additional period of time from:

Beginning Date of Extension: 03/16/2020

End Date of Extension: 04/10/2020

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 8 – GOVERNMENTAL BODY CONTACT INFORMATION

Name: Sonia Kang

Title: Records Management Officer **Phone Number:** 979-730-7022

Signature: Sonia Kang **Date:** 03/23/2020

PUBLIC INFORMATION ACT CATASTROPHE NOTICE

Governmental Bodies: Please review instructions on the back of this page 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.

Brazosport Independent School District

(Name of Governmental Body Impacted by 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:

Our school district has been closed for regular operations to help prevent the spread of COVID-19 virus.

SECTION 3 – SUSPENSION PERIOD

The initial suspension period may not exceed seven consecutive days and must occur during the period that (1) begins not earlier than the second day before the date the governmental body submits notice of the Office of the Attorney General (the "OAG"); and (2) ends not later than the seventh date after the governmental body submits that notice. *See* Gov't Code § 552.233(d).

Beginning Date of Initial Suspension: 03/16/2020

End Date of Initial Suspension: 04/10/2020

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: Sonia Kang

Title: Records Management Officer **Phone Number:** 979-730-7022

Signature: Sonia Kang **Date:** 03/23/2020

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/open-government/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 days. The initial suspension period may begin up to two days before the governmental body provides proper notice to the OAG, but it may not be for longer than seven consecutive days.

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.

PUBLIC INFORMATION ACT CATASTROPHE EXTENSION 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.

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- 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 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 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 days. The suspension period may only be extended one time and must begin on the day following the end date of the initial suspension. The total timeframe of the suspension period should not exceed fourteen 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.