

402 PUBLIC INFORMATION POLICY

TRWD is committed to upholding its obligations under the Texas Public Information Act, Texas Government Code §§ 552.001 *et seq.* (the Act) and ensuring public access to its records in accordance with the Act. All TRWD records are available to the public unless one of the exceptions to disclosure listed in the Act applies.

402.1 Purpose. The purpose of this Policy is to provide transparency through compliance with the Texas Public Information Act and to give members of the public the right to access TRWD's records that are subject to disclosure under the Act.

402.2 Scope. This Public Information Policy applies to the Board, all departments, divisions, and offices within TRWD, and all TRWD staff.

402.3 Public Information Defined. Public information under Section 552.002 of the Public Information Act means information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business: (1) by TRWD; (2) for TRWD and the District owns the information, has a right of access to the information, or spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or (3) by an individual officer or employee of TRWD in the officer's or employee's official capacity and the information pertains to official business of TRWD.

Information is in connection with the transaction of TRWD's official business if the information is created by, transmitted to, received by, or maintained by an officer or employee of TRWD in the officer's or employee's official capacity, or a person or entity performing official business or a governmental function of behalf of TRWD and pertains to official business of TRWD.

Public information includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

The media on which public information is recorded include: paper; film; a magnetic, optical, solid state, or other device that can store an electronic signal; tape; Mylar; and any physical material on which information may be recorded, including linen, silk, and vellum. The general forms in which the media containing public information exist include a book, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

402.4 Public Information Officer. TRWD's General Manager serves as TRWD's Public Information Officer. The General Manager shall designate a Public

Information Coordinator who serves as the Public Information Officer's designee for the purpose of receiving and coordinating responses to all requests for public information submitted to the District.

402.5 Public Information Requests. TRWD accepts requests for public information in writing using the following methods:

- Electronically: using the Open Records Request form available at <https://www.trwd.com/request/> or via email to openrecords@trwd.com;
- Mail: TRWD, Attn: Open Records Request, 800 E. Northside Drive, Fort Worth, Texas 76102;
- Hand-delivery to 800 E. Northside Drive, Fort Worth, Texas 76102 Administration Building front desk; or
- Fax: 817-877-5137, Attn: Open Records Request.

All Board members and TRWD staff in all departments, divisions, and offices should contact the Public Information Coordinator immediately upon receipt of any request for public information. Board members and TRWD staff shall forward information requests to openrecords@trwd.com as soon as they are received for the District to timely respond and comply with all requirements of the Act. Anyone who attempts to make an oral request for public information should be directed to submit the request in writing using one of the methods listed above.

402.6 Responding to Public Information Act Requests. TRWD shall make available to any person who submits a public information request the information required to be released under the Act in accordance with the requirements of the Act. Access to public information shall always be provided in a fair, objective, courteous, and prompt manner. The General Manager, as TRWD's Public Information Officer, and the Public Information Coordinator, as the General Manager's designee, shall treat all requests for information uniformly without regard to the position or occupation of the requestor, the person on whose behalf the request for public information is made, or the status of the individual as a member of the media, except as provided under the Act.

402.7 Training. The General Manager shall ensure that TRWD's Public Information Coordinator attends the training required by Texas Government Code Section 552.012 not later than the 90th day after the Public Information Coordinator assumes this role. The General Manager shall ensure the Public Information Coordinator attends or receives annual training regarding TRWD's responsibilities under the Public Information Act.

Adopted 12/14/2021
Effective 1/1/2022

402.8 Procedures for Responding to Public Information Requests. The General Manager or designee from TRWD's Executive Team or Leadership Team shall establish and implement administrative procedures or guidelines for processing and responding to requests for information to ensure TRWD's compliance with the Public Information Act.