The Chancellor or designee is the College District’s officer for public information. Each department head is an agent of the officer for public information for the purposes of complying with the public information laws and the College District’s policy on public records. The officer for public information shall:

1. Make public information available for public inspection and copying.

The officer for public information is responsible for the release of public information as required by Government Code Chapter 552. The officer is not responsible for the use made of the information by the requestor or the release of the information after it is removed from a record.

Employees shall promptly forward information requests from anyone not employed by the College District to pmeurin@alamo.edu. It is important to forward information requests as soon as they are received in order for the College District to meet the requirements of the Texas Public Information Act.

More information on this topic or questions regarding the confidentiality of employee or student information should be directed to the District Office of Legal Services at dst-pia@alamo.edu. Additional guidance is available in Chancellor’s Clarification 08-02.

GAA(LEGAL) - Public Information Program: Access to Information
GAB(LEGAL) - Public Information Program: Requests for Information
GAC(LEGAL) - Public Information Program: Student’s Right to Know