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TO: Dr. Gary Bates, Superintendent

FROM: Dr. Mina Schnitta, Assistant Superintendent of Teaching and Learning

VIA: Lori Fuller, Teaching and Learning Coordinator

RE: Public Information Act Non-Business Days

Date: November 18, 2026

The 88th Texas Legislature has amended the government code requiring governmental bodies to designate Non – Business Days that the public information officer does not have to process Public Information Act requests. 10 days can be chosen per calendar year.

TEX. GOV'T CODE Sec. 552.0031. BUSINESS DAYS.
(a) Except as provided by this section, in this chapter "business day" means a day other than: (1) a Saturday or Sunday; (2) a national holiday under Section 662.003(a); or (3) a state holiday under Section 662.003(b).
(b) The fact that an employee works from an alternative work site does not affect whether a day is considered a business day under this chapter.
(c) An optional holiday under Section 662.003 (c) is not a business day of a governmental body if the officer for public information of the governmental body observes the optional holiday.
(d) A holiday established by the governing body of an institution of higher education under Section 662.011 (a) is not a business day of the institution of higher education.
(e) The Friday before or Monday after a holiday described by Subsection (a)(2) or (3) is not a business day of a governmental body if the holiday occurs on a Saturday or Sunday and the governmental body observes the holiday on that Friday or Monday.
(f) Subject to the requirements of this subsection, a governmental body may designate a day on which the governmental body's administrative offices are closed or operating with minimum staffing as a nonbusiness day.
The designation of a nonbusiness day for an independent school district must be made by the board of trustees. The designation of a nonbusiness day for a governmental body other than an independent school district must be made by the executive director or other chief administrative officer. A governmental body may designate not more than 10 nonbusiness days under this subsection each calendar year.

The following ten days are proposed for 2027:

January 4
March 13, 14
July 6
November 22, 23, 24
December 24, 30, 31