

**Consider approval to designate ten non business days for consideration of Public  
Information Act Requests for Calendar Year 2025  
January 20, 2025**

1. Background:

House Bill (HB) 3033 of the 88th Regular Session of the Texas Legislature impacts governmental entities' response to public information act. Complying with the Texas Public Information Act (TPIA) requires adherence to timelines that reference “business day,” but no formal meaning had ever been established. The law now formally defines the meaning by clarifying business days do not include the following:

- Weekends — Saturday or Sunday
- National holidays (i.e., New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day)
- State holidays (i.e., Confederate Heroes Day, Texas Independence Day, San Jacinto Day, Texas Emancipation Day, Lyndon Baines Johnson Day, the Friday after Thanksgiving, and the 24th and 26th of December)
- Optional holidays of Rosh Hashanah, Yom Kippur, or Good Friday if the public information officer of the governmental body observes the holiday
- Friday or Monday before or after a national or state holiday if the holiday falls on the weekend and the governmental body observes the holiday on that Friday or Monday
- **Up to an additional 10 designated non business days per calendar year on which administrative offices are closed or operating with minimum staffing**

2. Process:

Based on a recommendation by administration, the designation of 10 non business days for TPIA per calendar year for the school district must be made by the board of trustees.

3. Fiscal Impact:

None.

4. Recommendation:

The superintendent recommends approval to designate ten non business days for consideration of Public Information Act Requests for calendar year 2025.

5. Action Required:

Board action

6. Contact Person: Ashley Chohlis

# 2025 PUBLIC INFORMATION ACT DEADLINE SCHEDULING CALENDAR

HB3033 DEFINES 'BUSINESS DAY' AS A DAY OTHER THAN A SATURDAY OR SUNDAY, A NATIONAL HOLIDAY, OR A STATE HOLIDAY. ADDITIONALLY, A GOVERNMENT BODY MAY IDENTIFY NO MORE THAN 10 DAYS EACH CALENDAR YEAR THAT THE GOVERNMENTAL BODY'S ADMINISTRATIVE OFFICES ARE CLOSED OR OPERATING WITH MINIMUM STAFFING, AS NONBUSINESS DAYS. THESE DAYS DO NOT COUNT WHEN CALCULATING RESPONSE DEADLINES.

01	January							02	February							03	March							04	April						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
			1	2	3	4							1							1			1	2	3	4	5				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12				
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19				
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26				
26	27	28	29	30	31		23	24	25	26	27	28		30	31						27	28	29	30							
05	May							06	June							07	July							08	August						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2				
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9				
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16				
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23				
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30				
																					31										
09	September							10	October							11	November							12	December						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
	1	2	3	4	5	6				1	2	3	4							1			1	2	3	4	5	6			
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13				
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20				
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27				
28	29	30					26	27	28	29	30	31		30		25	26	27	28	29	28	29	30	31							

For Public Information Act (PIA) Business & Nonbusiness Day Purposes ONLY (TEX. GOV'T CODE § 552.0031(f)):  
If applicable, Select the Board of Trustee designated additional TEN nonbusiness PIA days for 2025 on the calendar and write below:

- 1) March 17, 2025
- 2) March 18, 2025
- 3) March 19, 2025
- 4) July 3, 2025
- 5) November 25, 2025
- 6) November 26, 2025
- 7) December 23, 2025
- 8) December 29, 2025
- 9) December 30, 2025
- 10) December 31, 2025