



## BOARD OF TRUSTEES

Date: September 22, 2025 Prepared By: Dr. Harper Stewart  
Subject: Open Records Request Nonbusiness days

# Action

### **PURPOSE:**

To approve the allowed 10 nonbusiness days when school and offices are closed.

### **BACKGROUND INFORMATION:**

Effective September 1, 2023, House Bill 3033 altered the processes and procedures surrounding the Public Information Act, mostly notably regarding how to count the days following a public information request.

As the bill previously read, a governmental body that receives an information request must respond to the request within 10 business days. Business days, prior to the passing of House Bill 3033, encompassed only the days that the governmental body's office(s) were open. Therefore, if a school district was not open on Fridays, the day would not count toward any statute imposed deadline.

However, upon the passage of House Bill 3033, the only days that are not included within "business days" are Saturday or Sunday, national holidays, or state holidays. Furthermore, the Board of Trustees may designate 10 nonbusiness days each calendar year when the school and offices are closed.

Administration recommends allotting the 10 nonbusiness days as follows: 10/9/25, 10/10/25, 12/29/25, 12/30/25, 12/31/25, 2/5/26, 2/6/26, 3/16/26, 3/17/26, and 7/3/26.

### **RECOMMENDATION:**

Approve the Open Records Request Nonbusiness days as proposed.

**BOARD ACTION REQUIRED**

Possible motion: I move to approve the following resolution:

Millsap ISD designates 10/9/25, 10/10/25, 12/29/25, 12/30/25, 12/31/25, 2/5/26, 2/6/26, 3/16/26, 3/17/26, and 7/3/26 as nonbusiness days for the purposes of Open Records Requests.