

**TRINITY MEMORIAL HOSPITAL DISTRICT
BOARD OF DIRECTORS
POLICY MANUAL**

Effective Date: 7/15/2019

Number 1

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Formulated: 7/15/2019

Reviewed:

PUBLIC INFORMATION

POLICY:

- I. It is the policy of the Trinity Memorial Hospital District Board of Directors to provide access to public information in compliance with the Texas Public Information Act.
- II. The Public Information Coordinator is the Executive Assistant to the Board.
- III. Requests for public information must:
 - A. Be submitted in writing via U.S. Mail, email, or be delivered by hand.
 1. Mail to TMHD Board of Directors
315 Prospect Drive
Trinity, TX 75862.
 2. Email to tmhd.texas@gmail.com
 3. Hand deliver to the drop box located at the main hospital entrance at:
317 Prospect Drive
Trinity, TX 75862.
 - B. Include the name of the requestor, address or other contact information and a clear and complete description of the records that are to be requested. Preference for method of delivery of the records needs to be specified. The requests will be processed by the Public Information Coordinator after the written request is received. The requestor may be contacted for clarification if necessary.
- IV. Information about Public Information Requests

Requests should be made only for documents already in existence. A governmental body is not required to create documents that do not exist, calculate statistics, perform legal

research or prepare answers to questions. Questions are to be addressed in the same manner as the information requests described in section II.A. Questions are not to be addressed to contractors or employees of the district. Questions will be answered at the discretion of the Board.

- V. Summary of the charges for copies of public information (based on those adopted by the Texas Attorney General).
 - A. Standard paper copy: \$0.10 per page
 - B. Oversized paper copy: \$0.50 per page
 - C. Specialty paper: (e.g. map, photographic): actual cost
 - D. Labor Charge: \$15 per hour
 - E. Overhead Charge: 20% of labor charge
 - F. Postage and shipping charges: actual cost
 - G. Other costs: actual cost
 - H. If the Public Information Coordinator estimates that the charges will be greater than \$40.00, the requestor will be provided with a written itemized statement of estimated charges before work is undertaken. Also, the requestor will be advised if there is a less costly method of viewing the records. The request will be considered automatically withdrawn if the requestor does not respond in writing within 10 business days of the date of the statement that the requestor: (a) agrees to pay the charges, (b) modifies the request in response to the estimate, or (c) has sent, or is sending, a complaint regarding the charges. The Public Information Coordinator will advise the requestor that a response may be sent by email, regular mail, or delivered to the requestor in person by appointment with the Public Information Coordinator.
- VI. This Policy will be reviewed by the Board after each revision of the Public Information Act Handbook. A revision is usually published during the year following each session of the Texas State Legislature.

Date of approval by the Board July 15, 2019

Date of review of the policy by the Board _____

Signature of Board President _____

Date