

TO: All Employees

FROM: Human Resource Services

**SUBJECT: TEXAS PUBLIC INFORMATION ACT,  
TEXAS GOV'T CODE CHAPTER 552.024**

Periodically, information concerning district employees is requested by the public. The Public Information Act requires the district to release information regarding name, salary, dates of employment, title, etc., to the public. Employees may choose to keep their address, phone number, social security number, and information that reveals whether they have family members private.

This choice must be made within 14 days of hire or the information is subject to public access. Employees may choose to open or close access to this information at any time by submitting a written statement to the personnel records administrator.

Please check the option you prefer below. If no form is returned, information on you will be released.

- \_\_\_\_\_ 1. Open public access to my home address, telephone number, social security number, and information on family members.
- \_\_\_\_\_ 2. Close public access to my home address, telephone number, social security number, and information on family members.
- \_\_\_\_\_ 3. Release name and address only.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

**EMPLOYEE:** After completing form electronically, print and sign form where indicated.