



TEXAS DEPARTMENT  
OF  
CRIMINAL JUSTICE

**NUMBER:** ED-15.12 (rev. 1)

**DATE:** December 21, 2010

**PAGE:** 1 of 3

**SUPERSEDES:** ED-15.12  
February 4, 2005

## EXECUTIVE DIRECTIVE

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**SUBJECT:** PUBLIC INFORMATION REQUESTS

**AUTHORITY:** Texas Government Code §552.201 (a)

**APPLICABILITY:** Texas Department of Criminal Justice (TDCJ)

**POLICY:**

The executive director, as chief administrative officer of the TDCJ, is designated by the *Public Information Act* as the officer for public information. In that role, the executive director has the authority to name a designee to receive written requests for information sent to the TDCJ via e-mail or fax.

The executive director hereby designates Executive Services as the office authorized to receive written requests under the *Public Information Act* transmitted by e-mail or fax.

**PROCEDURES:**

- I. Executive Services is authorized to accept written public information requests for information made to the TDCJ by e-mail or fax at the terminals designated, Monday through Friday from 8:00 a.m. to 5:00 p.m., Central Standard Time except state holidays. Any request transmitted to Executive Services at a time other than the time authorized by this section shall be accepted only on the first business day after the date of transmission when actually received.
- II. Contact Information
  - A. The e-mail address for this purpose is established as: [exec.services@tdcj.state.tx.us](mailto:exec.services@tdcj.state.tx.us)
  - B. The fax number is established as (936) 437-2125.

- III. A notice in the format shown on the Internet Webpage Notice (Attachment A) is provided as a link on TDCJ's internet homepage, designating Executive Services as recipient of public information requests made by e-mail or fax.
- IV. Executive Services shall disseminate requests for information in a timely manner to the proper proponent for response in accordance with the *Public Information Act*. Questions concerning the proper proponent for response shall be directed to the public information coordinator, Office of the General Counsel (OGC).
- V. TDCJ employees shall continue to process requests for information received by e-mail or fax in accordance with the TDCJ's *Public Information Act Manual*.

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Brad Livingston\*  
Executive Director

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\* Signature on File.

**Internet Webpage Notice**

**Public Information Requests**

Pursuant to Texas Government Code section 552.201, the executive director of the Texas Department of Criminal Justice (TDCJ) has designated Executive Services as the recipient of all e-mail and fax requests under the *Public Information Act*. For such requests, the address, e-mail address, and fax number of Executive Services are as follows:

TDCJ – Executive Services  
P.O. Box 99  
Huntsville, TX 77342-0099

E-mail: [exec.services@tdcj.state.tx.us](mailto:exec.services@tdcj.state.tx.us)

Fax: (936) 437-2125