



**ORDER**  
**OF THE POLK COUNTY COMMISSIONERS COURT**  
**ADOPTING THE POLK COUNTY PUBLIC INFORMATION POLICY**  
**AND ESTABLISHING TIME LIMITS UNDER TEX. GOV'T CODE § 552.275**

**WHEREAS**, Chapter 552 of the Texas Government Code (the Public Information Act) grants every person the right to access government records, subject only to certain limited exceptions; and

**WHEREAS**, while transparency and access are critical to public trust, some individuals may submit requests that are excessive, repetitive, or overly burdensome, placing significant strain on county personnel and resources; and

**WHEREAS**, Section 552.275 of the Texas Government Code authorizes a governmental body to set reasonable monthly and annual time limits on the amount of personnel time that must be spent responding to requests for public information without recovering the associated personnel costs; and

**WHEREAS**, the Public Information Act allows governmental bodies to track the cumulative amount of personnel time required to respond to requests from a single requestor and to recover costs for time exceeding the adopted limits; and

**WHEREAS**, Section 552.275 requires that any limits established by a governmental body must be no less than 36 hours in a 12-month period corresponding to the county's fiscal year, and no less than 15 hours in a one-month period; and

**WHEREAS**, the statute further provides that requests made by members of the news media and by innocence projects affiliated with nonprofit organizations or law schools are not subject to these limitations; and

**WHEREAS**, it is in the best interest of Polk County to adopt the provisions of Section 552.275 in order to protect County resources while ensuring compliance with the Public Information Act;

**NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF POLK COUNTY, TEXAS, THAT:**

**Section 1. Policy Adoption**

This Order constitutes the **Polk County Public Information Policy** and governs every request for information received on or after its effective date. If a conflict arises between this Policy and the TPIA, the TPIA controls.

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## **Section 2. Record Custodians & Public Records Officer**

1. **Custodians.** Each elected official (or, for non-elected departments, the department head) remains the official custodian of that office's records.
2. **Designation of Public Records Officer (PRO).** The individual appointed by the County Judge and confirmed by Commissioners Court is hereby designated the **Public Records Officer** for Polk County.
3. **PRO Duties.** The PRO shall:
  - Serve as the single countywide contact for requesters;
  - Maintain the electronic **Polk County Public Records Center** and the Attorney-General-prescribed signage;
  - Receive, date-stamp, log, assign, and track all written TPIA requests;
  - Coordinate with each custodian or their **Records Liaison** to gather, review, redact, and release responsive records;
  - Monitor, by requestor, the cumulative personnel time spent as required by §552.275;
  - Issue cost estimates, invoices, deposits, and notices;
  - Seek Attorney General rulings, when necessary, in consultation with the District Attorney; and
  - Provide annual TPIA training to Records Liaisons and newly elected officials.

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## **Section 3. How to Submit a Request**

A request **must be in writing** and delivered by one of the following methods:

<b>Method</b>	<b>Address</b>
Online portal	Polk County Public Records Center (link <a href="https://polkcountytexas.nextrequest.com/">https://polkcountytexas.nextrequest.com/</a> )
Email	PIARequest@polktx.gov
U.S. Mail	Public Records Officer, Pam Knighton 101 W. Mill Street, Suite 247 Livingston, TX 77351
Hand-delivery	Public Records Drop Box at 101 W. Mill Street, Livingston, TX 77351, 8 a.m.–5 p.m., Mon–Fri (except holidays & court-designated non-business days)

Verbal requests are not TPIA requests. Staff shall direct verbal inquirers to submit a written request.

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## **Section 4. Time Limits & Cost Recovery (Tex. Gov't Code § 552.275)**

1. **Monthly Threshold.** When a requestor's cumulative requests exceed **15 personnel hours in a single calendar month**, the requestor must pay personnel costs for any

additional time incurred that month.

2. **Annual Threshold.** When a requestor's cumulative requests exceed **36 personnel hours in the county fiscal year (Oct 1–Sept 30)**, the requestor must pay personnel costs for any additional time incurred that fiscal year.
3. **Notice & Deposit.** Upon reaching either threshold the PRO shall notify the requestor in writing and, before further work, require advance payment or deposit of the estimated cost.
4. **Exemptions.** These limits do **not** apply to (a) a member of the news media acting in that capacity or (b) an innocence project affiliated with an accredited law school or qualifying nonprofit organization.

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### Section 5. Charges & Fee Schedule

1. **Rate Source.** Polk County adopts and will apply the charge categories and maximum rates published by the Texas Attorney General in **1 TAC § 70.3 (or successor rule)**, including provisions for labor, overhead, programming or data manipulation, materials, and copies.
2. **Cost Estimates.** If anticipated charges exceed **\$15**, the PRO shall provide an itemized written estimate and suspend work until the requester accepts in writing.
3. **Deposits.** A 50 % deposit is required when the estimate exceeds **\$100** or when the requester has unpaid balances of \$100 or more.
4. **Waiver.** Charges totaling less than \$15 may be waived when processing costs exceed the fee.

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### Section 6. Severability


If any part of this Order is held invalid, the remainder remains in full force.

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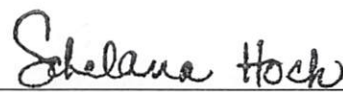
### Section 7. Effective Date

This Order takes effect immediately upon adoption; cost-recovery thresholds in **Section 5** apply to requests received on or after **October 1, 2025**.

**PASSED AND APPROVED** this 23<sup>rd</sup> day of September 2025, in a duly called and posted meeting of the Commissioners Court of Polk County, Texas.

  
Sydney Murphy, County Judge  
Polk County, Texas

Attest;

  
Schelana Hock, County Clerk

