

**TARRANT COUNTY HOSPITAL DISTRICT DBA JPS HEALTH NETWORK (“District”)
TEXAS PUBLIC INFORMATION ACT - OPEN RECORDS**

NOTICE OF SUSPENSIONS AND DEADLINES TO REQUESTORS

Due to the unprecedented impact that the COVID-19 / CORONAVIRUS Pandemic has had throughout the United States, in specific, The State of Texas, the Tarrant County Hospital District dba JPS Health Network (“District”) notifies Open Records Requestors that the Office of the Attorney General of Texas (“OAG”) has posted temporary developments in connection with government bodies and the calculation of business dates under the Public Information Act (the “Act”) and the new temporary suspension process under section 552.233 of the Government Code resulting from the challenges of this pandemic. Section 552.233 allows a governmental body impacted by a catastrophe, in this case, an epidemic, to suspend the applicability of the Act for up (14) calendar days by submitting an initial Catastrophe Notice to the OAG for consideration, approval and posting on the official TX OAG website. This initial notice suspends the response deadline for a period of seven (7) consecutive days. Thereafter, a governmental body can submit a Catastrophe Extension Notice for an additional (7) consecutive days suspension for consideration, approval and posting. An open records request received by a governmental body before the initial suspension period or during the additional extended suspension period is considered to be received by the governmental body on the first business day after the suspension period ends. The District has submitted a Catastrophe Notice and Catastrophe Extension Notice, both notices have been approved and are posted on the TX OAG website.

In addition to Section 552.233 of the Government Code, the Office of the Texas Attorney General - Open Records Division has established temporary guidelines for governmental bodies to consider when calculating business days during the COVID-19 / CORONAVIRUS pandemic. These guidelines are as follows:

- Holidays observed by the governmental body are not business days.
- Weekends are not business days.
- Skeleton crew days are not business days.
- A day on which a governmental body’s administrative offices are closed is not a business day.
- If a governmental body has closed its physical offices for purposes of a public health or epidemic response or if a governmental body is unable to access its records on a calendar day, then such day is not a business day, even if staff continues to work remotely or staff is present but involved directly in the public health or epidemic response.

If a Requestor has any questions, please contact our office or refer to the following:

1. Tex. Gov’t. Code, Section 552.233;
2. <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/catastrophe-notice/update-calculation-business-days-and-covid-19>