

**Policy Relating to the Amount of Personnel Time Spent Annually
on Requests for Public Information**

Due to the increased number of request for Public Information and the limited staff resources with which to fulfill the requests, it is hereby the policy of the Texas Board of Veterinary Medical Examiners (“Board”) to limit the amount of time that personnel are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor without recovering costs attributable to personnel time, pursuant to Texas Government Code, Chapter 552, Section 552.275 Requests That Require Large Amounts of Employee or Personnel Time.

It is the policy of the Board to limit personnel time to thirty-six (36) hours for a requestor during a fiscal year (September – August). Should the cumulative amount of personnel time spent complying with requests from the same requestor equal or exceed the 36 hours, staff shall provide the requestor with a written estimate of the total cost, including materials, personnel time, and overhead expenses, necessary to comply with the request, even if the request is under fifty (50) pages.