

Public Information

Any information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business:

- 1) By a governmental body;
- 2) For a governmental body and the governmental body:
 - a. Owns the information;
 - b. Has a right of access to the information; or
 - c. Spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or
- 3) By an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body.

Applicability of TPIA to Individual Committee Members

A **temporary custodian of records is an officer or employee of a governmental body** who, in the transaction of official business, creates or receives public information that the officer or employee has not provided to the public information officer of the governmental body or the public information officer's agent. **Members of the Committee are not officers of the City.**

Departments, agencies, or political subdivisions of a city or county are **subject to the Act if the involved entity has rule-making or quasi-judicial powers (i.e. Planning and Zoning Commission, PEDC or ZBA).**

Best Practices for Transparency

- All Committee communications between the City and the Committee are considered public information, and the City Council's intent is to maintain public transparency throughout this process. These communications will be captured and stored on the City's system.
- Separate communications amongst Committee members (communications excluding City employees or officers) are not subject to the TPIA and will not be captured or stored on the City's system. Consequently, it is recommended that such communications, as they relate to the Committee's work, be limited.
- If separate communications do occur, it is recommended that the email be copied and sent to UBCC@pearlandtx.gov. Doing so will assist staff in centralizing all communications while also facilitating efforts to maintain transparency in the event public information requests are received.