

THE TEXAS PUBLIC INFORMATION ACT TIMELINE

A simple visual guide to key response deadlines and decision points



COMMON PRESSURE POINTS

- unclear requests
- large file volume
- confidential information
- third-party interests
- missed deadlines
- inconsistent internal tracking

WHAT TO REMEMBER

- Missing a deadline can limit withholding arguments.
- Good intake and tracking matter.
- Clarification, documentation, and coordination are crucial.



This graphic is a simplified educational overview and not a substitute for legal review of specific requests.