

# Frequently Asked Questions

## **What is the Texas Public Information Act (TPIA)?**

TPIA is a state law providing the public with the right to access government records held by public entities, including Lee College, to ensure transparency and accountability.

## **What types of information are exempt from disclosure under TPIA?**

Certain categories of information, such as student records, personnel files, and attorney-client privileged information, may be exempt from disclosure. Visit the Attorney General's website for a comprehensive list of exemptions.

## **How do I submit a TPIA request to Lee College?**

The preferred method is through our online portal at <https://forms.office.com/r/SE9gzXDvKLM>. Alternatively, requests can be emailed to [presidentsoffice@lee.edu](mailto:presidentsoffice@lee.edu) or submitted in writing via mail.

## **What information should be included in a TPIA request?**

Include your full name, contact information, a detailed description of the requested records, date range, preferred format for receiving information, and any other pertinent details to assist in identifying the records.

## **How long does it take to process a TPIA request?**

While TPIA requires acknowledgment within ten business days, processing times vary based on the request's size and complexity. Contact our custodian of records for a realistic estimation.

## **What fees may apply to TPIA requests at Lee College?**

[Fees](#) are determined based on guidance from the Attorney General. Charges may apply for extensive or specialized requests. Visit the Attorney General's website for detailed fee information.

## **Can I discuss or modify my request based on anticipated fees?**

Absolutely. Feel free to discuss or modify your request based on anticipated fees.

## **How can I appeal if certain information is withheld from my TPIA request?**

If information is withheld, requestors retain the right to appeal. Contact our office to express your intent to appeal, and we'll guide you through the necessary steps in the appeals process.

## **Is there a specific timeframe for fulfilling TPIA requests?**

Processing times vary. Acknowledgment is within ten business days, but the production of records may take longer for complex requests. Contact our custodian of records for more specific estimates.

## **Can I track the status of my TPIA request?**

Yes, you can inquire about the status of your request by contacting our records custodian. We aim to keep you informed throughout the process.

Feel free to contact us if you have additional questions or need further assistance regarding TPIA requests at Lee College.