

**Galveston County Employee/Official
Public Information Act (f/k/a Open Records Act) Election Form
(Texas Gov't Code §§ 552.024, 552.117, and/or 552.1175)**

Public access to Galveston County employees and officials' records in the custody of Galveston County is permitted in accordance with the Public Information Act, formerly called the Open Records Act. However, this Act also authorizes County officials, employees, former officials, and former employees to choose to withhold from disclosure information that relates to their home address, home telephone number, emergency contact information, social security number, or that reveals whether they have family members.

Each employee, official, former employee, and former official who desires this information to be kept confidential must state that choice to the Human Resources Department in a signed writing not later than the 14th day after the date on which:

- (1) the employee begins employment with the County;
- (2) the official is elected or appointed; or
- (3) the former employee or former official ends service with the County.

As well, an employee, official, former employee, or former official who wishes to close or open public access to the information may request in writing that the main personnel officer close or open access.

Please check the appropriate line or lines below on the information you wish to be kept confidential, then sign and return this Election Form to the Human Resources Department.

I want the following information kept confidential. Do not disclose to the public information that:

- _____ relates to my home address
- _____ relates to my home telephone number
- _____ relates to my emergency contact information
- _____ relates to my Social Security Number
- _____ reveals whether I have family members

If you fail to state your choice (by not checking a line above), the corresponding information indicated on that line shall be subject to public access (open) in accordance with the Act (except for your Social Security Number, as a social security number of a living person is confidential under Section 552.147 of the Government Code).

Date Signed

Employee/Official Signature

Employee/Official Name (please print)