

WORKFORCESOLUTIONS

G R E A T E R D A L L A S

Policy Number: A0111	RE: Workforce Programs
Date Issued: 06-06-11 Rescinding Policy # Administration 99-25	Effective Date: 1-1-1999

ACCESS TO PARTICULAR PROGRAM RECORDS

Background

Workforce Solutions Greater Dallas frequently receives requests for particular program records i.e. contracts, requests for proposals, strategic and operational plans, and other documents. The following policy has been in place since 1999 and remains unchanged as a guide to staff in responding to such requests:

Policy

All Board program records are accessible to the public except in cases were (1) release of records would infringe on personal privacy, and (2) records contain proprietary or confidential information. All requests for public records must be in writing, addressed to:

Workforce Solutions Greater Dallas
1201 Main Street, Suite 2700
Dallas, Texas 75202

ATTN: Request for Public Information

The Board President, or his/her representative, will review the request to determine if any records requested fall within the two exceptions listed in (1) or (2) above. If the request is approved, records will be made available in one of two ways:

- A. If the requesting party wishes to obtain copies for their own possession, the Board will reproduce and deliver the requested records. A fee is charged to cover the cost of locating and reproducing such records payable at the time of delivery. Rates are 50 cents for the first page and 10 cents for each page thereafter for each document requested. Rates will be applied regardless of method of delivery. Records are available in hard copy or e-mailed.
- B. Records can be made available to be reviewed, by appointment, at the Board Administrative office. In this case, there is no charge. However, if significant staff time is required to locate the requested records, (for example, for non-current records which have already been transferred to the off-site storage), the Board may assess a fee equal to the cost of staff time spent in researching the files and locating records.

The Board staff will respond to such requests within ten (10) working days from receipt of the written request.



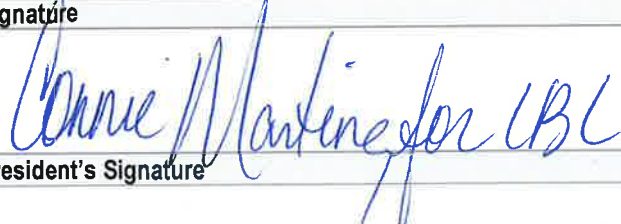

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Action Required

This policy should be distributed to all affected staff.

Contact

Inquiries regarding this policy should be directed to **Randal Wier, Vice President, Quality Systems at 214.290.1046.**

Approved for Content:	
	
Signature	Date
	
President's Signature	Date