




TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Memorandum

Date: January 16, 2024
To: Terry Keel, Deputy Commissioner
From: Susan Maldonado, General Counsel 
Cc: Jennifer Medrano, Public Information Program Specialist
RE: **Action Required:** Formal Designation of Non-Business Days for
Calendar Year 2024 pursuant to Tex. Gov't Code, Section 552.0031(f) (HB
3033, 88th Leg. R.S.) for purposes of the Texas Public Information Act

Request for Designation of Nonbusiness Days

Enacted by the 88th Texas Legislature during its regular session, House Bill 3033 added new Section 552.0031 governing the subject of business days for purposes of the Texas Public Information Act (Act). Subsection (f) of this statutory provision allows state agencies to designate "non-business days," which is defined as "a day on which the governmental body's administrative offices are closed or operating with minimum staffing" or in other words, agency holidays and skeleton crew days. A maximum number of 10 non-business days may be designated each calendar year. Designation of non-business days must be approved by a state agency's executive director or chief administrative officer.

The effect of approval of the requested designation is that such nonbusiness days will not count against calculation of deadlines under the Act. TDA's Public Information Office recommends the

following seven (7) weekdays be designated as nonbusiness days under Section 552.0031(f) for
Calendar Year 2024:

- o Confederate Heroes Day, January 19, 2024;
- o Good Friday, March 29, 2024;
- o Emancipation Day (Juneteenth), June 19, 2024;
- o Day after Independence Day, July 5, 2024;
- o LBJ Day, August 27, 2024;
- o Day before Thanksgiving Day, November 27, 2024; and
- o New Year's Eve, December 31, 2024.

If approved, TDA's Public information Office will post this designation on TDA's webpage directing members of the public how to submit a public information request.

Staff Recommendation

I recommend approval of the designation of the 7 proposed nonbusiness days listed above.

Executive Decision

Approved

Denied

Modified _____

Signature:


Terry Keel, Deputy Commissioner

Date: 1-16-2024