



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Memorandum

Date: January 15, 2025
To: Terry Keel, Deputy Commissioner
From: Susan Maldonado, General Counsel *SM*
Cc: Jennifer Medrano, Public Information Program Specialist
RE: **Action Required:** Formal Designation of Non-Business Days for
Calendar Year 2025 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

Memo concerning Designation of Non-Business Days
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following six (6) weekdays be designated as nonbusiness days under Section 552.0031(f) for
Calendar Year 2025:

- Good Friday, April 18, 2025;
- San Jacinto Day, April 21, 2025;
- Emancipation Day (Juneteenth), June 19, 2025;
- LBJ Day, August 27, 2025;
- Day before Thanksgiving Day, November 26, 2025; and
- New Year's Eve, December 31, 2025.

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 6 proposed nonbusiness days listed above.

Executive Decision

Approved

Denied

Modified _____

Signature: _____


Terry Keel, Deputy Commissioner

Date: _____

1-15-2025