

27 September 2012

Sent via email to: dedasst@ghatx.org

Clover Nuetzmann
Galveston Housing Authority
4700 Broadway Boulevard
Galveston, TX 77551

Ms. Nuetzmann:

This is a written request, pursuant to the Texas Public Information Act (the "Act"), Chapter 552 of the Texas Government Code as amended, application is hereby made upon you as custodian of information for the Galveston Housing Authority to produce the following items; please send in digital format, such as PDF files, when possible:

The pertinent sections of the GHA personnel manual and/or other documents addressing the following personnel policies:

1. All factors that disqualify a job applicant from employment at the GHA. For example, do arrests for misdemeanors and/or felonies disqualify an applicant or only convictions? Is there a period after which an arrest and/or conviction no longer disqualifies an applicant?
2. The questions asked on the GHA employment application regarding an applicant's criminal history. Please include a copy of the application.
3. The process used to check the criminal history of job applicants and current employees.

4. The GHA drug testing policy for employees including the frequency and procedure for testing.

5. The GHA nepotism policy. For example, what are the rules regarding both spouses working at the GHA?

If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

As provided by the Act, I will expect your response within ten business (10) days. If you believe this information is not public, I ask that you immediately notify me and then seek a formal decision from the Texas Attorney General not later than ten (10) business days from your receipt of this request, as required by the Act.

Disclosure of this information is in the public interest because providing a copy of the information primarily benefits the general public. I therefore request a waiver of all fees and charges pursuant to Section 552.267 of the Act.

Thank you for your assistance.

Sincerely,

David Stanowski, President
Galveston Open Government Project, Inc.

