



Office of the Attorney General
State of Texas

DAN MORALES
ATTORNEY GENERAL

April 11, 1997

Ms. Mercedes Leal
Senior Assistant County Attorney
Harris County
1001 Preston, Suite 634
Houston, Texas 7002-1891

OR97-0546

Dear Ms. Leal:

You ask whether certain information is subject to required public disclosure under the Open Records Act (the "act"), chapter 552 of the Government Code. Your request was assigned ID# 105295.

The Permit Division of the Harris County Engineer's Office (the "permit division") received two requests for the following information:

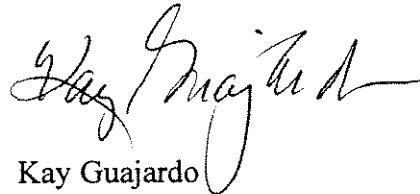
information as to the general course and method by which your agency functions, . . . as well as all administrative staff manuals . . . information . . . in the area of who maintains control of the county Engineers, Who Makes policy for execution of decisions; and matters concerning obstruction of egress through county right of way.

You inform us that the permit division has provided the requestor a copy of the Harris County Flood Plain Management Regulations. You also state that the permit division will also provide the requestor a copy of its operating procedures manual. The requestor states that the Flood Plain Management Regulations booklet is not what he is requesting. As the requestor has indicated to you that he is not satisfied with the information the permit division has provided him, you ask whether the permit division must respond to general inquiries.

The act applies only to information in existence and does not require a governmental body to prepare new information in response to a request. *See* Open Records Decision No. 342 (1982). The act also does not require a governmental body to prepare answers to questions. *See* Open Records Decision No. 555 (1990). On the other hand, a governmental body must make a good faith effort to relate a request to information which it holds. *See* Open Records Decision No. 561 (1990). We assume that the permit division has in good faith related the request to information it holds; the act requires no more.

We are resolving this matter with this informal letter ruling rather than with a published open records decision. This ruling is limited to the particular records at issue under the facts presented to us in this request and may not be relied upon as a previous determination regarding any other records. If you have questions about this ruling, please contact our office.

Yours very truly,

A handwritten signature in black ink, appearing to read "Kay Guajardo". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kay Guajardo
Assistant Attorney General
Open Records Division

KHG/rho

Ref.: ID# 105295

cc: Mr. Daniel Lee, Swank
P.O. Box 1313
Porter, Texas 77365