Texas Comptroller

OPEN GOVERNMENT & COMPLIANCE

DOCUMENTATION CHECKLIST

*This optional checklist can help you prepare the elements required for the **Open Government and Compliance Transparency Star**. See the [guidelines](#) for further details.*

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☐ **Webpage or Section of Website**

- General narrative overview of the transparency area.

- Three (3) clicks or less from the homepage.

☐ **Open Government Summary**

- Names of all governing body board or commission members to include presiding chair.

- Number of scheduled meetings per calendar year with frequency: quarterly, weekly, monthly, etc.

- Process for board or commission appointment or election including application and process of submission.

- Explanation of the timeframe for when meetings are posted as a video, streaming or audio to the webpage upon completion. Must be posted no later than 72 hours or three complete business days after meeting has concluded.

- Statement that all meetings will be available for the public for a minimum of 365 days after meeting is posted. This should include instructions on how to request copies of video or audio files if hosted internally.

- Name, phone number and email of board or commission point of contact or liaison.

☐ **Visualizations**

- Organizational structure chart of your entity including all divisions, supervisors and full-time employees. Names are optional.

- Meeting calendar with all scheduled meetings' date, time and location for in person meetings or video conferences. Calendar must be updated monthly, yearly, etc. as applicable.

☐ **Documents**

- Agendas and meeting minutes in compliance with the Public Information Act for the last three complete years with the most recent being 90 days old or less.

- Link to the Texas Open Meetings Act Handbook.

- Link to the Public Information Act Handbook.

- Link to the TEC Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities.

☐ **Video or Streaming Data**

- Live transmission or streams of all public primary governing body meetings as they occur.

- Searchable archive or listing of all public primary governing body meetings for the last 90 days for download or streaming.

Notes: Both audio and visual meetings are acceptable as downloads. Videos hosted on an external website (e.g., Facebook or YouTube) must include descriptions on how to obtain a hard copy from your entity. Login credentials cannot be required as a condition for viewing or requesting archived materials. You may wish to include other archived or streaming meetings of other boards or commissions as applicable.

☐ **Other Information**

Link to or post a copy of all transparency reports applicable to your entity. All reports must be from the most recently completed reporting year.

- ***Schools and Community College Districts:***
  - Local Government Debt Report.
  - Eminent Domain Report (as applicable).
  - Special Purpose District Report.
  - Pertinent Local Election Campaign Finance Report.

- ***Special Purpose Districts:***
  - Special Purpose District Report.
  - Local Government Debt Report.
  - Eminent Domain Report (as applicable).

- ***Cities and Counties:***
  - Local Government Debt Report.
  - Eminent Domain Report (as applicable).
  - Hotel Occupancy Tax.
  - Sheriff and Constable Fees (counties only).
  - Pertinent Local Election Campaign Finance Report.