



61.01.02.D0.01 Public Information

Approved: June 28, 2013
Revised: December 3, 2015
Next Scheduled Review: December 3, 2018

Procedure Statement

This procedure provides assistance to Texas A&M University-Central Texas (A&M-Central Texas) employees with compliance in regard to the Texas Public Information Act and to provide procedures to be used for the management of public information requests and compilation of responses.

Reason for Procedure

This procedure is required by System Regulation 61.01.02 *Public Information*, and it establishes the procedures to be used in the receipt, referral, and response to public information requests.

Procedures and Responsibilities

1. GENERAL

- 1.1 The Texas Public Information Act designates the Chief Executive Officer of each system member as the Public Information Officer (PIO). A&M-Central Texas's President has delegated these responsibilities to the University's Compliance Officer.
- 1.2 The PIO will notify the President of requests that may have public relations significance, as appropriate. The President will inform or brief the appropriate Marketing Communications personnel of any requests that he determines may have media significance.

2. RECEIPT OF PUBLIC INFORMATION REQUESTS

2.1 Manner of Receipt

- 2.1.1 No official format is required, but information must be requested in writing and contain requestor contact information.
- 2.1.2 A governmental body may not inquire into the purpose of a request.

- 2.1.3 All requests received directly by a department, by mail or hand delivery, shall be forwarded **immediately** upon receipt to the Office of Institutional Compliance.
- 2.1.4 Requests made by electronic mail or facsimile transmission must be addressed directly to the PIO at compliance@tamuct.edu. Departments receiving requests directly from the requestor by electronic mail or facsimile transmission are required to ask the requestor to resubmit the request to the PIO.

3. RESPONSES TO PUBLIC INFORMATION REQUESTS

- 3.1 The PIO will distribute public information requests to the appropriate departments for the purpose of gathering responsive documents. Departments will provide responsive documents to the PIO within five business days. If the five-day deadline cannot be met, the department will notify the PIO and request an extension.
 - 3.1.1 Records shall be provided electronically (via e-mail, flash drive or CD) when possible;
 - 3.1.2 If necessary to provide hard copies, copies should be single sided and staples removed;
 - 3.1.3 No redactions shall be made to responsive documents;
 - 3.1.4 Responses to multiple items shall be sorted and identified per item;
 - 3.1.5 Concerns regarding release of certain responsive items shall be noted and provided to the PIO with the response.
- 3.2 A response to a public information request includes responsive documents that exist at the time of a request.
 - 3.2.1 A governmental body is not required to create new documents in response to a request.
 - 3.2.2 A database, as it exists at the time of a request, is considered an existing document
- 3.3 Responsive documents shall only be distributed by the PIO to the requester.
- 3.4 Charges will be assessed as described in System Regulation *61.01.02 Public Information*, Section 4.
 - 3.4.1 If it is determined that a cost estimate is appropriate, cost estimates shall be provided to the requestor no later than 10 business days after a request is received.
 - 3.4.2 Cost estimates should be determined by taking a sample section of the responsive information and multiplying the sample by the total number of sections.

3.4.3 Actual work should not be done until the requestor agrees to the cost estimate and makes a cash deposit when appropriate.

3.5 All decisions regarding withholding or releasing records will be made in accordance with System Regulation *61.01.02 Public Information*, Section 5.

Related Statutes, Policies, or Requirements

System Policy [*61.01 Public Information Act Compliance*](#)

System Regulation [*61.01.02 Public Information*](#)

[*Texas Government Code 552*](#)

Definitions

The terms “Public Information” and “Open Records” are used interchangeably.

Contact Office

Office of Institutional Compliance
254-519-5722