



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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REVISION
4

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SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC
TEXAS PUBLIC INFORMATION ACT

PROPRIETARY INFORMATION OF A THIRD PARTY

If a request is made for information pertaining to a person's proprietary information that may be subject to exception under the Act and a request for Attorney General decision is made by the institution, the Public Information Officer shall make a good faith attempt to notify that person of the request for the Attorney General decision.

Notice must:

1. Be in writing and sent within a reasonable time not later than the 10th business day after the date the institution receives the request for the information; and
2. Include:
 - a. A copy of the written request for the information received by the institution; and
 - b. A statement, in the form prescribed by the Attorney General, that the person is entitled to submit in writing to the Attorney General within a reasonable time not later than the 10th business day after the date the person receives the notice:
 - i. Each reason the person has as to why the information should be withheld; and
 - ii. A letter, memorandum, or brief in support of that reason.

NEWS MEDIA REQUESTS

The Vice Chancellor for Development and External Relations will inform a component chief administrative officer about media requests affecting a component.

At the direction of the chief administrative officer, Public Information Officers are strongly encouraged to coordinate responses to news media requests with other Public Information Officers who have received the same or similar requests and, as appropriate, the Vice Chancellor for Development and External Relations.

REQUESTS FROM LEGISLATORS AND OTHER GOVERNMENTAL OFFICES

At the direction of the chief administrative officer, the Public Information Officer shall notify the Vice Chancellor for Governmental Relations when the component receives requests for public information from members of the Legislative or other governmental offices.

FORM AND APPROVAL OF RESPONSES

Except for routine responses, requested information should be reviewed and approved by the chief administrative officer or designee and the Public Information Officer or designee following appropriate consultation with the Office of General Counsel and the Executive Vice Chancellor for Business Affairs or designee, in the case of multiple component responses.