



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
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SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC

TEXAS PUBLIC INFORMATION ACT

OFFICERS FOR PUBLIC INFORMATION AND DESIGNATED AGENTS (Continued)

The "Public Information Officer" of System Administration is the Vice Chancellor and General Counsel or designee; the "Public Information Officer" of each institution is the institution's chief business officer or another institution officer designated in writing by the institution's chief administrative officer. If an individual other than the chief business officer is designated by an institution, the institution chief administrative officer will notify the Vice Chancellor and General Counsel with a copy as appropriate to the Executive Vice Chancellor for Academic Affairs or the Executive Vice Chancellor for Health Affairs. The Public Information Officer ("officer") is the designated agent for coordinating responses to requests for public information appropriately submitted to his or her respective institution.

GENERAL DUTIES OF PUBLIC INFORMATION OFFICER

The Public Information Officer shall make public information available for public inspection and copying; carefully protect public information from deterioration, alteration, mutilation, loss, or unlawful removal; and repair, renovate, or rebind public information as necessary to maintain it properly.

The officer may not inquire into the purpose for which the information will be used or make other inquiry of a requestor except to establish proper identification or as follows:

1. If information requested is unclear, the requestor may be asked to clarify the request;
2. If a large amount of information has been requested, the requestor may be asked how the scope of a request might be narrowed.

All inquiries to the requestor shall be made in writing or email or via facsimile transmission. All responses to the inquiry much also be made in writing or email or via facsimile transmission.