



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC
TEXAS PUBLIC INFORMATION ACT

GENERAL DUTIES OF PUBLIC INFORMATION OFFICER, Continued

The Public Information Officer shall treat all requests for information uniformly without regard to the position or occupation of the requestor, the person on whose behalf the request is made, or the status of the individual as a member of the media. The Act provides that U.T. System is not required to accept or comply with a request for information from an individual who is imprisoned or confined in a correctional facility.

The Public Information Officer shall give to the requestor all reasonable comfort and facility for the full exercise of the right granted by the Act.

SIGN

The Public Information Officer shall prominently display a sign in the form prescribed by the Attorney General that contains basic information about the rights of a requestor, the responsibilities of a governmental body, and the procedures for inspecting or obtaining a copy of public information. The officer shall display the sign at one or more places in administrative offices of the institution where it is plainly visible to:

1. Members of the public who request public information in person; and
2. Employees whose duties include receiving or responding to public information requests.

RECEIVING AND REFERRING REQUESTS

All requests for public information should be received in writing. For the purposes of this Act, a written request includes a request made in writing that is sent to the chief administrative officer, the Public Information Officer, or the person designated by the Public Information Officer, by electronic mail or facsimile transmission. Any official or other employee receiving a written request for information should forward it immediately to the Public Information Officer. Email and facsimile requests are not valid unless sent directly by the requestor to the Chief Administrative Officer, Public Information Officer, or his or her designee.

Individuals contacting System Administration with written or verbal inquiries regarding public information held by an institution should be advised to submit their requests in