



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
6/16/05

REVISION
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SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC

TEXAS PUBLIC INFORMATION ACT

RECEIVING AND REFERRING REQUESTS, Continued

writing directly to the Public Information Officer of the appropriate institution.

ROUTINE REQUESTS

When it is clear from the request that requested information is not excepted from required disclosure, the Public Information Officer should respond or coordinate responses to the request, notifying the chief administrative officer as appropriate. The Public Information Officer should promptly produce public information for inspection, duplication, or both on application by any person.

Public Information Officers comply with routine requests by:

1. providing the public information for inspection or duplication in the offices of the institution; or
2. sending copies of the public information by first class United States mail if the person requesting the information requests that copies be provided by mail and pays the postage and any other charges that the requestor has accrued.

Charges for providing a copy of public information are considered to accrue at the time the requestor is advised that the copy is available on payment of applicable charges.

If the requested information is unavailable at the time of the request to examine because it is in active use or in storage, the Public Information Officer shall certify this fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

If the requested information can not be produced for inspection or duplication within 10 business days after the date the information is requested, the Public Information Officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

A requestor must complete the examination of the information not later than the 10th day after the date the information is made available. If the requestor does not complete the examination of the information within 10 business days after the date the information is made available and does not file a request for additional time as follows, the requestor is considered to have withdrawn the request. The Public



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Information Officer shall extend the initial examination period by an additional 10 days if, within the initial period, the requestor files a written request for additional time. The period must be extended by another 10 business days if, within the additional period, the requestor files a written request for more additional time.

If public information exists in an electronic or magnetic medium, the requestor may request a copy either on paper or in an electronic medium, such as on diskette or on magnetic tape. The Public Information Officer shall provide a copy in the requested medium if:

1. the institution has the technological ability to produce a copy of the requested information in the requested medium;
2. the institution is not required to purchase any software or hardware to accommodate the request; and
3. provision of a copy of the information in the requested medium will not violate the terms of any copyright agreement between the institution and a third party.

If the institution is unable to comply with the request to produce a copy of information in a requested medium, for any of the reasons described above, the institution must provide a paper copy of the requested information or a copy in another medium that is acceptable to the requestor. The institution is not required to copy information onto a diskette or other material provided by the requestor but may use its own supplies.

The Public Information Officer must provide the written statement to a requestor described below if the institution determines:

1. that responding to a request for public information will require programming or manipulation of data; and
2. that:
 - a. compliance with the request is not feasible or will result in substantial interference with its ongoing operations; or
 - b. the information could be made available in the requested form only at a cost that covers the programming and manipulation of data.