



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC
TEXAS PUBLIC INFORMATION ACT

As a general rule, cover letters responding to requests for public information should be signed by the Public Information Officer or designee.

RESOLUTION OF QUESTIONS

Questions regarding the procedure for answering requests for public information should be directed to the Office of the Vice President for Business Affairs. That Office will direct any questions that need further clarification to the U.T. System Office of the Executive Vice Chancellor for Business Affairs.

RECOVERY OF COSTS AND GUIDELINES

In accordance with Subchapter F of the Act and Title 1 of the Texas Administrative Code, it is the policy of The University of Texas System to recover the full costs for retrieving and copying public records. Officers filling requests for public information should account for all costs in fulfilling these requests using the following guidelines.

1. The Public Information Officer shall make a preliminary estimate of the cost of retrieving and copying public records under these guidelines and notify the requestor, giving the requestor the option to agree to the cost and submit necessary prepayment (for charges which exceed \$100), and alter, or withdraw the request. If charges are in excess of \$40, the Public Information Officer should follow the procedures outlined in "Itemized Estimate of Charges."
2. Definitions:
 - a. Public Information means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body or for a governmental body and the governmental body owns the information or has a right of access to it.
 - b. Full Cost means the sum of all direct costs plus a proportional share of overhead, or indirect costs.
 - c. Standard-size copy means a printed impression on one side of a piece of paper that measures up to 8-1/2" X 14". Each side of a piece of paper on which an impression is made is counted as a single copy. A piece of paper that is printed on both sides is counted as two copies.
 - d. Nonstandard-size copy means a copy of public information that is made available to a requestor in any format other than a standard-size paper copy. Microfiche, microfilm, diskettes, magnetic tapes, CD-ROM, and nonstandard-size paper copies are examples of nonstandard-size copies.