



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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3**

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SUBJECT

RECORDS MANAGEMENT & RETENTION

SUB-TOPIC

RELEASE OF RECORDS (Texas Public Information Act)

Under provisions of the Texas Public Information Act (*Texas Government Code*, Chapter 552), the Chancellor and the President of each U.T. System component institution may delegate their authority as the custodians of records to Public Information Officers. The Chancellor has designated the Executive Vice Chancellor for Business Affairs as the Public Information Officer at System Administration. The Public Information Officer at The University of Texas at Dallas, as designated by the President, is the Senior Vice President for Business Affairs.

Written requests for documents under the Texas Public Information Act should be directed to the Public Information Officer and handled immediately pursuant to the provisions of the Act and U.T. System BPM 32-09-99. See Section A2-100.0 for more information.