



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC
TEXAS PUBLIC INFORMATION ACT

OVERVIEW

It is the policy of the state of Texas that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public officials and employees in accordance with the Texas Public Information Act ("the Act"), *Government Code, Chapter 552*. This procedure shall be liberally construed in favor of granting a request for information.

A subpoena duces tecum or a request for discovery that is issued in compliance with a statute or a rule of civil or criminal procedures is not considered to be a request for information under the Act and is not subject to this procedure. A request for documents pursuant to an institutional hearing is considered to be a request for information under the Act.

PROCEDURES

The following sets forth procedures to be followed by The University of Texas System ("U.T. System") for complying with the Act. For purposes of this procedure, U.T. System includes U.T. System Administration ("System Administration") and the institutions. The term "institutions" refers to the general academic and health related institutions that comprise U.T. System. The generic term "institution" referenced throughout this procedure refers to System Administration and the institutions. It is the responsibility of System Administration and the institutions to properly instruct its employees regarding compliance with these procedures and the Act.

OFFICERS FOR PUBLIC INFORMATION AND DESIGNATED AGENTS

The Texas Public Information Act designates the chief administrative officer of a governmental body as the officer for public information. The Chancellor of The University of Texas System is the officer for public information for System Administration. The president of each institution is the officer for public information for his or her institution. The Chancellor and the chief administrative officer of each institution delegate their authority under the Act to the appropriate Public Information Officer as defined below.



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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.