



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
4

PAGE
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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is made available and does not file a request for additional time as follows, the requestor is considered to have withdrawn the request.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