

SUB-TOPIC

TEXAS PUBLIC INFORMATION ACT

ROUTINE REQUESTS, Continued

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.