



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC  
TEXAS PUBLIC INFORMATION ACT

ROUTINE REQUESTS, Continued

The written statement must include:

1. a statement that the information is not available in the requested form;
2. a description of the form in which the information is available;
3. a description of any contract or services that would be required to provide the information in the requested form;
4. a statement of the estimated cost of providing the information in the requested form, as determined in accordance with the guidelines for specifying charges for access to public information;
5. a statement of the anticipated time required to provide the information in the requested form.

The institution must provide this written statement to the requestor within 20 days after the date of the institution's receipt of the request. The institution has an additional 10 days to provide the statement if written notice is given to the requestor, within 20 days after the date of receipt of the request, that the additional time is needed.

After providing the written statement to the requestor as required above, the institution does not have any further obligation to provide the information in the requested form or in the form in which it is available until the requestor states in writing to the institution that the requestor:

1. wants the governmental body to provide the information in the requested form according to the cost and time parameters set out in the statement or according to other terms to which the requestor and the governmental body agree; or
2. wants the information in the form in which it is available.

If a requestor does not make a timely written statement as specified above, the requestor is considered to have withdrawn the request for information.

The Public Information Officer must maintain a file containing all written statements issued pursuant to instructions above in a readily accessible location.

NON-ROUTINE REQUESTS

When it is not clear whether the requested information is excepted from required disclosure by the Public Information Act, the Public Information Officer shall consult with the Office of General Counsel within the time frames outlined below to determine whether the records in question should be withheld or released.