

ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC

TEXAS PUBLIC INFORMATION ACT

itemized statement by 20 percent or more, the institution shall send to the requestor a written updated itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personnel costs. If the requestor does not respond in writing to the updated estimate in the time and manner described above, the request is considered to have been withdrawn by the requestor.

If the actual charges that an institution imposes for a copy of public information, or for inspecting a paper record exceeds \$40, the charges may not exceed:

1. the amount estimated in the updated itemized statement;
2. If an updated itemized statement is not sent to the requestor, an amount that exceeds by 20 percent or more the amount estimated in the itemized statement.

An itemized statement or updated itemized statement is considered to have been sent by the institution to the requestor on the date that:

1. the statement is delivered to the requestor in person;
2. the institution deposits the properly addressed statement in the United States mail;
3. the institution transmits the properly addressed statement by electronic mail or facsimile transmission, if the requestor agrees to receive the statement by electronic mail or facsimile transmission, as applicable.

A requestor is considered to have responded to the itemized statement or the updated itemized statement on the date that:

1. the response is delivered to the institution in person;
2. the requestor deposits the properly addressed response in the United States mail;
or
3. the requestor transmits the properly addressed response to the institution by electronic mail or facsimile transmission.

These time lines do not affect the deadlines required for requesting an Attorney General's decision.

TIME OF THE ESSENCE

Institutions seeking to withhold requested information based upon a Subchapter C exception and the Office of General Counsel.