Texas A&M University-San Antonio

61.01.02.O0.01  Public Information
Approved: October 14, 2010
Reviewed: April, 2012
Reviewed: April, 2014
Next Scheduled Review: April, 2016

Procedure Statement

The purpose of the Procedure is to assist Texas A&M University-San Antonio employees with compliance in regard to the Texas Public Information Act and to provide procedures to be used for the management of public information requests and compilation of responses.

Reason for Procedure

This Procedure is required by System Regulation 61.01.02 Public Information, and it establishes the procedures to be used in the receipt, referral, and response to public information requests.

Procedures and Responsibilities

1. General

1.1 In accordance with Texas Public Information Act, System Regulation 61.01.02 Public Information has designated the Chief Executive Officer of each System member as the Office for Public Information. The President of Texas A&M University-San Antonio has designated that the responsibilities Public Information Officer (PIO) to the Associate Vice President for Institutional Advancement and University Communications.

1.2 The PIO will maintain a record of all public information requests in accordance with System Regulation 61.01.02 Public Information, paragraph 2.5. This record will be submitted to the Office of the Attorney General, electronically if possible, no later than the 20th of the subsequent month.

1.3 The PIO will submit a Public Information Act compliance certification to the OGC no later than the last business day in September for the prior fiscal year.
1.4 The PIO will notify the President of any public information requests within 48 hours. This notification will also outline any possible public relation significance.

1.5 All decisions regarding withholding or releasing records will be made in accordance with System Regulation 61.01.02 Public Information, Section 5.

2. Receipt of Public Information Requests

2.1 Manner of Receipt

2.1.1 No official format is required.

2.1.2 The request must be in writing; email, faxed, courier or in person and contain the contact information for the requestor.

2.1.3 Employees of TAMU-SA, who receive a request of information, must forward the request to the PIO within 24 hours.

3. Responses to Public Information Requests

3.1 The PIO will distribute public information requests to the appropriate schools, departments or divisions for the purpose of gathering responsive information within 48 hours of receipt.

3.2 All schools, departments, and divisions shall provide to the PIO information requested within five days. If the information cannot be produced by that time, the PIO shall be contacted with a request for an extension up to 3 days.

3.3 Records shall be forwarded electronically (via e-mail) when possible.

3.4 A response to a public information request includes responsive documents that exist at the time of a request.

3.4.1 The University is not required to create new documents in response to a request for information.

3.4.2 A database, as it exists at the time of request, is considered an existing document.

3.5 Responses to requests for public information shall only be distributed by the PIO to the requestor.
4. Cost of Copies

4.1 The department/unit head whose employee is assigned to research/gather the requested information will assist with cost estimates as described in System Regulation 61.01.02 Public Information, Section 4.

4.2 If assessed, copy charges shall not be excessive. Maximum charges for reproduction of public information, reflecting rates approved by the Office of the Attorney General, can be found at 1 Texas Administrative Code Section 70.10 (see link below).

4.3 Public information shall be furnished without charge or at a reduced rate if the system member determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public. Requests for reduced charges should be in writing and addressed to the PIO.

Related Statutes, Policies, or Requirements

System Policy 61.01 Public Information Act Compliance

System Regulation 61.01.02 Public Information

Definitions

The terms “Public Information” and “Open Records” are used simultaneously.

Contact Office

Institutional Advancement and University Communications (210) 784-1101