

Texas A&M University-San Antonio

61.01.02.00.01 Public Information

Approved: October 14, 2012
Reviewed: April, 2012
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Revised: June, 2016
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Procedure Statement

The purpose of the Procedure is to assist Texas A&M University-San Antonio (A&M-San Antonio) with compliance in regards 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 Texas A&M University System (System) Regulation [61.01.02 Public Information](#), and it establishes supplemental procedures to be used in a process for the receipt, referral, and response to public information requests.

Official Procedure

1. GENERAL

- 1.1 The President of Texas A&M University-San Antonio has designated the responsibilities of Public Information Officer (PIO) to the Assistant Vice President for Compliance and Risk Management.
- 1.2 The PIO will notify the President of any public information requests that could adversely affect the University's reputation or be of litigious risk, once made public. In these cases, PIO will notify the President prior to disseminating such records.
- 1.3 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 Requests must be in writing - emailed, faxed, or hand-couriered and contain contact information for the requestor.

2.1.2 A&M-San Antonio employees receiving a public information request must forward the request to the PIO within 24 hours.

3. Responses to Public Information Requests

3.1 All schools, departments, and/or divisions shall provide the requested information to the PIO within four business days of the PIO's request. If the request cannot be fulfilled within that time, the department shall request an extension with anticipated date of production.

3.2 Records shall be forwarded electronically (via e-mail) to the PIO.

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

3.3.1 The University shall not create new documents in response to a request for information.

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

3.4 Responses to public information requests shall only be distributed by the PIO, or other individual elected by the PIO, to the requestor.

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 synonymously.

Contact Office

Business Affairs, Office of Compliance and Risk Management (210) 784-2027
