



Procedure Statement

The purpose of the procedure is to assist Texas A&M University-Commerce 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 The Texas Public Information Act designates the Chief Executive Officer of each system member as the Public Information Office (PIO). The President of Texas A&M University-Commerce has delegated the public information record responsibilities to the Vice President for Business and Administration (VPBA). The VPBA has designated the responsibilities to the Administrative Assistant to the Vice President for Business and Administration to assist in execution of the Texas Public Information Act and associated requirements.
- 1.2 The VPBA will distribute public information requests to the appropriate colleges, departments or divisions for the purpose of gathering responsive information.
- 1.3 The VPBA will notify the President of requests that may have public relations significance, as appropriate. The President will inform or brief the appropriate Marketing Communications personnel of any requests that he determines may have media significance.

2. RECEIPT OF PUBLIC INFORMATION REQUESTS

2.1 Manner of Receipt

- 2.1.1 No official format is required, but information must be requested in writing and contain requestor contact information.
- 2.1.2 A governmental body may not inquire into the purpose of a request.

2.1.3 All requests received directly by a department, by mail or hand delivery, shall be forwarded immediately upon receipt to the office of the Vice President for Business and delivered to the VPBA or the Administrative Assistant to the VPBA.

2.1.4 Requests made by electronic mail or facsimile transmission must be addressed directly to the VPBA. Departments receiving requests directly from the requestor by electronic mail or facsimile transmission should ask the requestor to resubmit the request to the VPBA.

3. RESPONSES TO PUBLIC INFORMATION REQUESTS

3.1 All colleges, departments, and divisions shall provide to the VPBA Office the information requested within a five day period. If the information cannot be produced by that time, the VPBA shall be contacted within that time frame. All responses to requests for public information shall be distributed by the VPBA Office to the requestor.

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

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

3.3.1 A governmental body is not required to create new documents in response to a request.

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

3.4 The Vice President for Business and Administration Office will assist with cost estimates as described in System Regulation 61.01.02, Section 4.

3.4.1 Cost estimates shall be provided to the VPBA within five days of receipt of the request and provided to the requestor no later than 10 business days after a request is received.

3.4.2 Cost estimates should be determined by taking a sample section of the responsive information and multiplying the sample by the total number of sections.

3.4.3 Actual work should not be done until the requestor agrees to the cost estimate. However, public information should not be withheld for receipt of payment.

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

Related Statutes, Policies, or Requirements

System Policy [61.01 Public Information Act Compliance](#)

Definitions

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

Contact Office

Vice President for Business and Administration
903.468.8163