

61.01.02.C0.01 Public Information



Revised: September 11, 2023
Next Scheduled Review: October 23, 2024
[Revision History](#)

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) complies with the Texas Public Information Act, Chapter 552, Texas Government Code. This procedure provides guidelines for the management of public information requests and compilation of responses covered by the Texas Public Information Act. The Texas Public Information Act designates the Chief Executive Officer of each Texas A&M University System member university as the Public Information Officer (PIO). The President of TAMU-CC has delegated these responsibilities to the Chief Compliance Officer (PIO-delegate) through the Vice President for Finance and Administration. The terms “Public Information” and “Open Records” are interchangeable for the purposes of this procedure.

Procedure

1. GENERAL
 - 1.1. The PIO-delegate will distribute public information requests to the appropriate academic unit (e.g., college, school, library), division, or administrative office and may follow up with a phone call the same day for the purpose of gathering responsive information for the requestors.
 - 1.2. The PIO-delegate will copy the system’s Office of General Counsel (OGC) on all requests, and OGC will be consulted in regard to all responses.
 - 1.3. The PIO-delegate will notify the Vice President for Marketing and Communications of pertinent requests. The Vice President for Marketing and Communications will then notify a representative from the system Marketing and Communications office.
 - 1.4. The PIO-delegate will notify the university’s President of requests, as appropriate. The university’s President or designee will inform the Chancellor of pertinent requests.

2. RECEIPT OF PUBLIC INFORMATION REQUESTS

2.1. Manner of Receipt

- 2.1.1. Information must contain the requestor's contact information and may only be requested by one of the following methods: a) hand delivery; b) US mail; c) email, and, d) the TAMU-CC open records portal.
- 2.1.2. A governmental body may not inquire into the purpose of a request.
- 2.1.3. All requests received by mail or hand delivery to a department shall be forwarded immediately upon receipt to the PIO-delegate.
- 2.1.4. Departments that receive requests by electronic mail or facsimile transmission should ask the requestor to resubmit the request to the PIO-delegate via one of the following methods: email at open.records@tamucc.edu, online at tamucc.edu/about/open_records.html, or facsimile at (361) 825-5810.

2.2. Information Gathering and Employee Duties

- 2.2.1. Once the PIO-delegate receives a request, they will reach out to the relevant faculty and staff members with the request and their responsibilities.
- 2.2.2. When an employee has received the request for information from the PIO-delegate, they are responsible for:
 - (a) notifying appropriate administrators within their academic unit, division, or administrative office of the request;
 - (b) coordinating responses from the academic unit, division, or administrative office on public information related issues and routing responses to the PIO-delegate; and
 - (c) notifying the PIO-delegate of any need for additional assistance with regard to staff support necessary to gather the information.

3. RESPONSES TO PUBLIC INFORMATION REQUESTS

- 3.1. Employees shall provide all documents that are responsive to a request to the PIO-delegate by the date indicated. Failure to do so may result in disciplinary action.

- 3.1.1. Records shall be forwarded electronically (via online portal, e-mail, flash drive, or CD) when possible.
 - 3.1.2. If hard copies are necessary, the copies should be single-sided and have the staples removed.
 - 3.1.3. Suggested unapplied redactions may be sent with responsive documents.
 - 3.1.4. Responses to multiple items shall be sorted and identified per item.
 - 3.1.5. Employees shall be responsible for marking or noting all or a portion of the documents believed to be confidential or otherwise covered by an exception to disclosure. To the extent possible, employees shall include the corresponding exception from the Texas Public Information Act or other law in consultation with the PIO-delegate. In the event that the documents are voluminous, employees must, at a minimum, provide a representative sample marked as indicated.
- 3.2. If sources for responsive information are known and are not indicated on the request distribution form, the PIO-delegate shall be notified as soon as 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 database, as it exists at the time of a request, is considered an existing document.
- 3.4. The PIO-delegate will assist employees with cost estimates as described in section 4 of system regulation *61.01.02, Public Information*.
 - 3.4.1. The university does not charge for under 50 copies.
 - 3.4.2. Cost estimates may be an option if a request will cost more than \$40.00 to process.
 - 3.4.3. If it is determined that a cost estimate is appropriate, it must be provided to the requestor no later than 10 business days after a request is received.

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

3.4.5. Actual work should not be done until the requestor agrees to the cost estimate.

3.5. All decisions regarding withholding or releasing records will be made in accordance with section 5 of system regulation *61.01.02, Public Information*.

4. TRAINING/EDUCATION/INFORMATION

Employees may be required by their academic unit, division, or administrative office to complete online training and attend any/all manager/department head briefings and/or professional development training provided by OGC or through the university's Employee Development & Compliance Services department.

Related Statutes, Policies, or Requirements

[Tex. Gov't Code, Ch. 552](#)

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

System Regulation [61.01.02, Public Information](#)

Contact Office

Contact for interpretation and clarification: Chief Ethics & Compliance Officer
(361) 825-3175