



Standard Administrative Procedure (SAP)

61.01.02.L0.01 Public Information

First Approved: February 6, 2013
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Procedure Statement and Reason for Procedure

The purpose of this SAP is to assist Texas A&M International University (TAMIU) employees in complying with the Texas Public Information Act and to establish procedures for the management of open records requests and the compilation of responsive information.

For the purposes of this SAP, the terms “Public Information” and “Open Records” are used equivalently.

Procedures and Responsibilities

1. GENERAL

- 1.1 The Texas Public Information Act designates the Chief Executive Officer of each Texas A&M University System (System) Member as the Public Information Officer (PIO). The President of TAMIU has delegated PIO responsibilities to the Director of Compliance. The Director of Compliance or designee will compile and coordinate responses to all open records requests.
- 1.2 The Director of Compliance or designee will forward open records requests to appropriate TAMIU departments/units who may reasonably possess the requested information. The appropriate department/unit will compile and provide the responsive information to the Director of Compliance or designee who will, in turn, provide the responsive information to the requestor.

- 1.3 By way of the [TAMIU Open Records Portal](#), the Director of Compliance will keep the System Office of General Counsel (OGC) informed about all open records requests and OGC will be consulted as required and as needed. OGC will notify the Chancellor of requests that may have public relations significance, as appropriate.
- 1.4 The Director of Compliance will notify the President or other executive officers about all requests that may have public relations significance.

2. SUBMITTING OPEN RECORDS REQUESTS

- 2.1 Open records requests must be made in writing and contain requestor contact information. Requests may be submitted using one of the following methods:
 - a) [TAMIU Open Records Portal](#) (accessible from the TAMIU homepage)
 - b) hand delivery
 - c) U.S. mail
 - d) email
- 2.2 A governmental body may not inquire into the purpose of an open records request.
- 2.3 Open records requests not submitted via the [TAMIU Open Records Portal](#) must be addressed directly and specifically to the Office of Compliance.
- 2.4 Open records requests not submitted via the [TAMIU Open Records Portal](#) but submitted to a TAMIU department via hand delivery, U.S mail, or email must be forwarded immediately upon receipt to the Office of Compliance.

3. RESPONDING TO OPEN RECORDS REQUESTS

- 3.1 Open records requests will be processed in accordance with the timelines provided in [System Regulation 61.01.02, Public Information](#).
- 3.2 The Office of Compliance shall request from the appropriate TAMIU department(s)/unit(s) responsive information for open records requests.
 - 3.2.1 Responsive information shall be provided to the Office of Compliance no later than the due date assigned by the Office of Compliance.
 - 3.2.2 Responsive information shall be provided to the Office of Compliance electronically via email, flash drive, or CD.
 - 3.2.3 If it is necessary to provide hard copies, the copies should be single-sided and without staples.
 - 3.2.4 No redactions shall be made to the responsive information provided to the Office of Compliance. Instead, areas for which there is concern regarding release shall be marked and noted for review.
 - 3.2.5 Responses to multiple items shall be sorted and identified per item.

- 3.2.6 If other sources for responsive information are known, the Office of Compliance shall be notified as soon as possible.
- 3.3 Responsive information to an open records request encompasses documents that exist at the time the open records request is made.
 - 3.3.1 A governmental body is not required to create new documents in response to an open records request.
 - 3.3.2 A database, as it exists at the time of an open records request, is considered an existing document.
- 3.4 The Office of Compliance will assemble applicable cost estimates as described in [System Regulation 61.01.02, Public Information](#).
 - 3.4.1 TAMIU does not charge for requests that generate less than 50 hard copies.
 - 3.4.2 Cost estimates may be provided to the requestor if it is determined that an open records request will cost more than \$40 to process.
 - 3.4.3 Cost estimates will be determined by taking a sample section of the responsive information and multiplying the sample by the total number of sections.
 - 3.4.4 Actual work should not be done until the requestor agrees to the cost estimate.
- 3.5 All decisions regarding withholding or release of records will be made in accordance with [System Regulation 61.01.02, Public Information](#).

4. OPEN RECORDS REQUESTS FROM EMPLOYEES

- 4.1 As employees of the System, TAMIU employees are not authorized to submit open records requests to System members while acting in their official capacity. Any open records request made by an employee to a System member, including TAMIU, must be submitted in that employee's individual capacity as a private citizen.
- 4.2 The willful misuse of information received through the Texas Public Information Act may subject the employee to the loss of individual indemnification by the State. This SAP does not affect employees' access to information in their official personnel files.

Related Statutes, Policies, Regulations, or Rules

[System Policy 61.01, Public Information Act Compliance](#)
[System Regulation 61.01.02, Public Information](#)

Contact Office

Office of Compliance, 956-326-2855, recordsmanagement@tamiu.edu