



Standard Administrative Procedure (SAP)

61.01.02.L0.01 Public Information

First Approved: February 6, 2013
Revised: February 21, 2019
Next Scheduled Review: February 21, 2024

Procedure Statement and Reason for Procedure

The purpose of this SAP is to assist Texas A&M International University (TAMIU) employees with compliance in regard to the Texas Public Information Act and to provide procedures used for the management of public information requests and compilation of responses.

For the purpose 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 these responsibilities to the Director of Public Relations, Marketing and Information Services (PRMIS).
 - 1.2 The Director of PRMIS or designee will distribute public information requests to gather responsive information in order to provide responses to requestors.
 - 1.3 The Director of PRMIS will copy the System Office of General Counsel (OGC) on all requests and OGC will be consulted in regard to all responses. OGC will notify the Chancellor of requests that may have public relations significance, as appropriate.
 - 1.4 The Director of PRMIS will copy the President or other executive officers on all requests that may have public relations 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. The preferred receipt method is through TAMIU's electronic Open Records Portal, located on the TAMIU homepage.
- 2.1.2 A governmental body may not inquire into the purpose of a request.
- 2.1.3 All requests not received via the Open Records Portal or received directly from a TAMIU department, by mail or hand delivery, shall be forwarded immediately upon receipt to the Office of PRMIS.
- 2.1.4 Requests not received via the Open Records Portal or made by electronic mail or facsimile transmission must be addressed directly to the Office of PRMIS. Departments receiving requests directly from the requestor by electronic mail or facsimile transmission should ask the requestor to resubmit the request to the Office of PRMIS which will provide the requestor with the link to TAMIU's Open Records Portal.

3. RESPONSES TO PUBLIC INFORMATION REQUESTS

- 3.1 All documents that are responsive to a request from the Office of PRMIS must be provided by the date indicated on the request:
 - 3.1.1 Records shall be forwarded electronically (via email, flash drive, or CD) when possible.
 - 3.1.2 If necessary to provide hard copies, copies should be single-sided and staples removed.
 - 3.1.3 No redactions shall be made to responsive documents. Responses to multiple items shall be sorted and identified per item.
 - 3.1.4 Concerns regarding release of certain responsive items should be noted and provided to the Office of PRMIS with the response.
- 3.2 If other sources for responsive information are known but not indicated in the request, the Office of PRMIS shall be notified as soon as possible.
- 3.3 A response to a public information request encompasses responsive documents that exist at the time the request is made.
 - 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 Office of PRMIS 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 copies.
 - 3.4.2 Cost estimates may be an option if a request will cost more than \$40 to process.
 - 3.4.3 If it is determined that a cost estimate is appropriate, it will be provided to the requestor.
 - 3.4.4 Cost estimates will be determined by taking a sample section of the responsive information and multiplying the sample by the total number of sections.
 - 3.4.5 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. EMPLOYEE PUBLIC INFORMATION REQUESTS
 - 4.1 As employees of The Texas A&M University System, TAMIU employees are not authorized to submit public information requests to System members while acting in their official capacity. Any public information 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 regulation 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 Public Relations, Marketing and Information Services, 956-326-2180