

## 61.01.02.C0.01 Public Information

Approved: December 11, 2014  
Revised: October 3, 2016  
Next Scheduled Review: October 3, 2021



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### Procedure Statement

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The purpose of the Standard Administrative Procedure (SAP) is to assist Texas A&M University -Corpus Christi 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.

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### Reason for Procedure

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The Texas Public Information Act designates the Chief Executive Officer of each System member as the Public Information Officer (PIO). The President of Texas A&M University-Corpus Christi has delegated these responsibilities to the Director of Communications and Public Affairs (PIO-delegate) through the Vice President for Institutional Advancement.

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### Definitions

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The terms “Public Information” and “Open Records” are interchangeable.

The Public Information Officer delegate (PIO-delegate) is the Director of Communications and Public Affairs through the Vice President for Institutional Advancement, appointed by the University President.

Public Information Liaison Coordinators (PILCs) administer and manage public information requests for departments within the College, Division or Executive Office and are appointed by the University President, Vice President or Dean.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1. The PIO-delegate will distribute public information requests to the appropriate College, Division, or Executive Office Public Information Liaison Coordinator (as defined in Section 2.2) and follow-up with a phone call the same day, for the purpose of gathering responsive information on final responses to requestors.
- 1.2. The PIO-delegate will copy the System Office of General Counsel (OGC) on all requests and OGC will be consulted in regard to all responses. The University President or designee will notify the Chancellor of requests that may have public relations significance, as appropriate.
- 1.3. The PIO-delegate will notify the University President of requests, as appropriate.

## 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 by mail or hand delivery directly by a department shall be forwarded immediately upon receipt to the PIO-delegate;
- 2.1.4. All requests received by electronic mail or facsimile transmission by a department should ask the requestor to resubmit the request to the PIO-delegate via email at [open.records@tamucc.edu](mailto:open.records@tamucc.edu) or via facsimile at (361) 825-2620.

### 2.2. Public Information Liaison Coordinators (PILC) are assigned and charged as follows:

- 2.2.1. University Colleges, Divisions, and Executive Offices shall appoint a primary and secondary PILC to perform public information related functions;
- 2.2.2. These individuals are formally assigned the role of PILC by the President, Vice President or Dean, and annually evaluated on public information-related duties written into the position description and performance goals. The College, Division or Executive Office must submit the position description of their PILC once per year to the PIO-delegate;
- 2.2.3. Responsible for administering or managing public information requests for departments within the College, Division or Executive Office;

- 2.2.4. Responsible for notifying appropriate administrators within a College, Division or Executive Office of a request;
- 2.2.5. Responsible for coordinating responses from the College, Division or Executive Office on public information related issues and routing responses to the PIO-delegate;
- 2.2.6. Responsible for training and distributing communication from the PIO-delegate to departmental liaisons within the College, Division or Executive Office.

### 3. RESPONSES TO PUBLIC INFORMATION REQUESTS

- 3.1. The PILC shall provide all documents that are responsive to a request to the PIO-delegate by the date indicated on the Request Distribution Form;
  - 3.1.1. Records shall be forwarded electronically (via e-mail, 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;
  - 3.1.4. Responses to multiple items shall be sorted and identified per item;
  - 3.1.5. The PILC 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, the PILC shall include the corresponding exception from the Public Information Act or other law. In the event that the documents are voluminous, the PILC 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 data base, as it exists at the time of a request, is considered an existing document.

- 3.4. The PIO-delegate will assist the PILC with cost estimates as described in Public Information System Regulation 61.01.02, Section 4.
  - 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 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 Public Information System Regulation 61.01.02, Section 5.

#### 4. TRAINING/EDUCATION/INFORMATION

College, Division, and Executive Office PILCs are required to complete on-line training, and attend any/all manager/department head briefings, and/or professional development training provided by System General Counsel or through the Employee Development & Compliance Services Department.

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### **Related Statutes, Policies or Requirements**

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[Tex. Gov't Code, Ch. 552](#)  
[TAMU System Policy 61.01, Public Information Compliance](#)  
[TAMU System Regulation 61.01.02, Public Information](#)

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### **Contact Office**

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Contact for interpretation and clarification: Vice President for Institutional Advancement  
(361) 825-5749