

**ADMINISTRATIVE PROCEDURES**

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| **70.03 Open Records Requests**  | **Revised: February 24, 2014** |

1. GOVERNING REGULATIONS

The procedure is governed by the Public Information Act ([Chapter 552](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.552.htm) of the Government Code); Texas Administrative Code, [Chapter 70](http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=70&rl=Y) Cost of Copies of Public Information; System Policy [61.01](http://policies.tamus.edu/61-01.pdf) Public Information Act Compliance; and System Regulation [61.01.02](http://tamus.edu/offices/policy/policies/pdf/61-01-02.pdf) Public Information.

Additional information is available from the [Public Information Handbook](http://www.oag.state.tx.us/AG_Publications/pdfs/publicinfo_hb.pdf) or by calling the Attorney General Open Records Division hotline at 877/673-6839.

2. OFFICER FOR PUBLIC INFORMATION

2.1 The Director is the officer for public information.

2.2 The Director has appointed the policy and review coordinator in the Office of Finance and Administration to serve as the public information coordinator. The management review officer in the Office of Finance and Administration serves as the back-up public information coordinator.

2.3 Each department head is an agent for the officer for public information

3. DEFINITION

 An open records request is subject to the Public Information Act if (1) it is written, and (2) it requests information already in existence. An open records request may be submitted to any TFS employee. No TFS employee may ask why a requestor wants public information.

4. NOTIFICATION

 A TFS employee who receives an open records request will notify the immediate supervisor and the public information coordinator within one business day. The supervisor is responsible for notifying other appropriate personnel within the chain of command.

5. PROCESSING

5.1 The public information coordinator will evaluate whether the requested information is subject to disclosure and will seek an opinion from the Attorney General through the Office of General Counsel if needed. The public information coordinator will prepare all appropriate communications with both the Office of General Counsel and the requestor.

5.2 The public information coordinator will identify the custodian of the requested information, receive copies of the information from the custodian, review the information, and provide the appropriate response to the requestor.

5.3 The public information coordinator will complete and submit the monthly report of open record requests to the Attorney General.

6. CHARGES FOR COPIES OF PUBLIC INFORMATION

6.1 A requestor may be charged for copies of the records. The custodian of the requested information will provide charge information based on the [Attorney General Charge Schedule](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=3&ch=70&rl=3) in conjunction with providing copies of the records to the public information coordinator.

6.2 The public information coordinator will complete the Public Records Schedule of Charges Billing Form if needed.

6.3 TFS waives charges of less than $15.

6.4 Charges of $15 or more are collected from the requestor of the requested information. These funds are included in the next bank deposit submitted to the Budgets and Accounting Department and credited to object code 0728 in an operating account for the custodian’s office.

CONTACT: Public Information Coordinator, 979/458-6648