



## **Access to University Records**

### **Purpose**

This policy sets forth the procedures to be followed by the university for complying with the Texas Public Information Act (TPIA).

### **Persons Affected**

This policy applies to all university faculty, staff, and students.

### **Definitions**

**Public Information:** Information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body or for a governmental body and the governmental body owns the information or has a right of access to it.

**Public Information Coordinator:** Designated agent for coordinating responses to requests for public information appropriately submitted to the university.

**Requestor:** An individual who submits a request for public information to the university.

### **Policy**

The Texas Public Information Act provides for the right of the public to have access to certain information in the files of governmental agencies. University records may exist in practically any medium, including hardcopy and electronic form. The right of the public to have access to or copies of information under the TPIA is subject to the interpretation of the courts and the Texas Attorney General of the various exceptions provided for in the statute.

### **Procedures**

The Office of the General Counsel serves as the public information coordinator responsible for processing public information requests. Requests for public information must be made, in writing, to the Office of Legal Affairs. Requests must be submitted by mail, fax, e-mail, or hand delivery. Requests must include enough description and detail about the information requests to enable the university accurately identify and locate the information requested. The requestor must also cooperate with the university's reasonable efforts to clarify the type or amount of information requests.

The university may charge for the processing of requests in accordance with the fee schedule provided by law.

Requests by student organizations that are for organizational use only should be submitted to the Office of Student Affairs. Requests for alumni information should be submitted to the Alumni Association.



**Related Statutes or Regulations, Rules, Policies, or Standards**

Texas Public Information Act, Tex. Gov't Code Ch. 552

1 Tex. Admin. Code § 70.3

UTS 139 Texas Public Information Act

**Responsible Executive**

Vice President and General Counsel

**Forms**

None

**Revision History**

September 1, 2023 (original)