Public Information Act 101*

What is a Public Record?
   Information 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 or has right of access to it

   Records can be in any recorded format, including:
   Paper
   Computer data including emails
   Film/Microfilm
   Video or audio recordings, including voicemail
   Maps, Drawings, Photographs

What is a Public Information Request?
   A WRITTEN request for information
   Can be mailed, hand-delivered, emailed or faxed
   Requestor does not have to give reasons for the information
   Requested information does not have to answer questions from the requestor
   You should not create information to fulfill a request

When is a Public Information Requested received?
   On the day it came in, not on the day someone opened it and time starts the following business day
   If the date it came in cannot be determined, it is the third day following the date of the request

What do I do if I get a PIA Request?
   Contact the Public Information Coordinator
   Get a copy of the request to PIC the same day
   Follow any instructions/requests PIC makes of you

What does the Open Records Coordinator do when she gets the request?
   Contacts each potentially responsive department to ascertain if they have responsive documents and give instructions
   Responds to the requestor within 10 days with the materials or to let him/her know that we need more time
   And/Or Responds to the requestor to let him/her know that we have estimated charges attached to this request
   And/Or Responds to the requestor to let him/her know that we have filed a request for an OAG ruling
   Locates, Collects, and Redacts mandatory confidential information to send to the requestor within a “prompt” time period as required by law

What steps should I take to ease the process of responding to a request?
   1. Know your records
   2. Keep confidential records separate when possible
   3. Follow Records Retention Policy
   4. Keep frequently requested records handy

All questions concerning Public Information/Open Records Requests should be addressed to:
   Public Information Coordinator
   pubinfo@sulross.edu

*The information provided above is not all encompassing, please refer to the Texas Public Information Act for all related statutes and rules about the process.