Open Records Policy

The Open Records policy of the State of Texas is governed by the Texas Government Code § 552.

**Public information** is defined as information that is written, produced, 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;
  - has a right of access to the information; or
  - spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or
- By an individual officer or employee of a governmental body if the officer’s or employee’s official capacity and the information pertains to official business of the Institution.

The definition of "public information" applies to and includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

The media on which public information is recorded include:

- (1) paper;
- (2) film;
- (3) a magnetic, optical, solid state, or other device that can store an electronic signal;
- (4) tape;
- (5) Mylar; and
- (6) any physical material on which information may be recorded, including linen, silk, and vellum.

The general forms in which the media containing public information exist include a book, paper, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, Photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

**Policy**
• All Open Records Request relating to Procurement Services **MUST** be sent in writing and shall be emailed to ronny.wall@ttu.edu.

• Requests must be made in writing, preferably by email.

• Requests shall include *specific details* on what is being requested. Vague and unclear requests will be returned to the requestor for further clarification. Be sure to explain the information request in your briefing. The requestor should assume the recipient knows absolutely nothing about the situation at hand.

• The University will have ten business days to respond to such request when a request is accepted, in compliance with Texas Government Code §552, and submitted as required.
  - If a request is returned for clarification, the response the University will have ten business days to respond to the revised request.
  - If the University considers the information to be an exception in accordance with Texas Government Code §552, the University will submit the exception to the Attorney General for a determination. The University will provide a notice to the requestor that the University is seeking a determination.

• The University may impose a reasonable charge for the costs of producing requested information.

The State’s Attorney General’s Office has an Open website that contains additional information.