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 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.

Preservation of information. A governmental body or, for information of an elective county office, the elected county officer, may determine a time for which information that is not currently in use will be preserved, subject to any applicable rule or law governing the destruction and other disposition of state and local government records or public information.

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 and are preferred 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 everything in your briefing. Assume your audience 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 and submitted as required (not returned for clarification).
- The University may impose a reasonable charge for the costs of producing requested information.
- A governmental body that receives a written request for information that it wishes to withhold from public disclosure and that it considers to be within one of the exceptions under Subchapter C must ask for a decision from the attorney general about whether the information is within that exception if there has not been a previous determination about whether the information falls within one of the exceptions.

The State’s Attorney General’s Office has a handbook on Public Information.