



The Open Records policy of the State of Texas is governed by the [Texas Government Code § 552](#).

Open Records Policy

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

Texas Tech University System's policy and procedures for handling public records requests are set forth in [Texas Tech University System Regulation 07.01](#). This regulation applies to all requests for public records from the System administration and all of the System's component institutions.

It is the policy of the Texas Tech University System and the State of Texas that Institutions of Higher Education serve the people of Texas, and, thus, the general public is granted certain rights under the Texas Public Information Act to view or receive a copy of the documents and electronically stored information held by this institution and its components except where the law recognizes the confidentiality of certain records. The institution may charge for copies, labor, redactions or other supplies or services; however, if the institution expects the costs to exceed \$40, then the institution is required to send an estimate of the costs to the requestor prior to filling the request.

- All Open Records Request relating to Procurement Services MUST be sent in writing and shall be emailed to publicinfo@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 but 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.

Please Note: Broad requests, requests for documents older than three (3) years and requests for emails (due to the volume of emails received daily) require a significant amount of staff time and may result in estimated charges that may have to be paid prior to receiving the requested information. Optimum requests are narrow and directed to specific documents at specific components; please prepare your request accordingly. In addition, please include a mailing address if you submit your request by email as the Texas Attorney General will only correspond directly with you via U.S. mail.

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