61.01.02.C0.01 Public Information

Revised: July 27, 2026
Next Scheduled Review: July 27, 2031
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) complies with the Texas Public Information Act, Chapter 552, Texas Government Code. This procedure provides guidelines for the management of public information requests and responses covered by the Texas Public Information Act.

Procedure

1. GENERAL

1.1. The Texas Public Information Act designates the Chief Executive Officer of each Texas A&M University System member university as the Public Information Officer (PIO). The President of TAMU-CC has delegated these responsibilities to the Chief Ethics & Compliance Officer (PIO-delegate).

1.2. The terms “Public Information” and “Open Records” are interchangeable for the purposes of this procedure.

1.3. The PIO-delegate will distribute public information requests to the appropriate academic unit (e.g., college, school, library), division, or administrative office and may follow up for the purpose of gathering responsive information for the requestors.

1.4. The PIO-delegate will copy the System’s Office of General Counsel (OGC) on all requests, and OGC will be consulted on all responses.

1.5. The PIO-delegate will notify the Senior Vice President for Institutional Advancement of pertinent requests. The Senior Vice President for Institutional Advancement will then notify a representative from the System Marketing and Communications office.

1.6. The PIO-delegate will notify the university’s President of requests, as appropriate. The university’s President or designee will inform the Chancellor of pertinent requests.

1.7. Annually, the PIO-delegate will submit TAMU-CC's designated open records mailing address and email address to the Office of the Attorney General's Public Information Coordinator Contact Information Database (link in Appendix) in accordance with System regulation *61.01.02, Public Information*.

2. RECEIPT OF PUBLIC INFORMATION REQUESTS

2.1. Manner of Receipt

2.1.1. Information requests must contain the requestor's contact information and may be requested via the following methods:

(a) Hand Delivery

(b) US mail to 6300 Ocean Drive, Unit 5760, Corpus Christi, Texas 78412-5760

(c) Email to openrecords@tamucc.edu

(d) TAMU-CC open records portal at https://cc-texasam.mycusthelp.com/WEBAPP/_rs/supporthome.aspx

Requests sent via other methods may be delayed.

2.1.2. A governmental body may not inquire into the purpose of a request.

2.1.3. All requests received by mail or hand delivery to a department must be forwarded immediately upon receipt to the PIO-delegate.

2.1.4. Departments that receive requests by email should ask the requestor to resubmit the request to the PIO-delegate directly via one of the methods listed in section 2.1.1 of this procedure.

2.2. Information Gathering and Employee Duties

2.2.1. Once the PIO-delegate receives a request, they will reach out to relevant university employee(s) with the request and their responsibilities.

2.2.2. When an employee has received a request for information from the PIO-delegate, they are responsible for:

(a) notifying appropriate administrators within their academic unit, division, or administrative office of the request;

(b) coordinating responses from the academic unit, division, or administrative office on the public information requested and

routing the responses to the PIO-delegate; and

(c) notifying the PIO-delegate of any need for additional assistance regarding staff support necessary to gather the information.

3. RESPONSES TO PUBLIC INFORMATION REQUESTS

3.1. Employees must provide all documents that are responsive to a request to the PIO-delegate by the date indicated. Failure to do so may result in disciplinary action.

3.1.1. Records will be forwarded electronically via the online portal when possible. Other acceptable electronic methods include email, flash drive, and CD when the online portal is not viable.

3.1.2. If hard copies are necessary, the copies should be single-sided and have the staples removed.

3.1.3. Suggested unapplied redactions may be sent with responsive documents.

3.1.4. Responses to multiple items should be sorted and identified per item.

3.1.5. Employees are responsible for marking or noting all or a portion of the documents believed to be confidential or otherwise covered by an exception to disclosure. To the extent possible, employees should include the corresponding exception from the Texas Public Information Act or other law in consultation with the PIO-delegate. In the event that the documents are voluminous, employees must, at a minimum, provide a representative sample marked as such.

3.2. If sources for responsive information are known and are not indicated on the request distribution form, the PIO-delegate must be notified as soon as possible.

3.3. A response to a public information request must include responsive documents that exist at the time of a request.

3.3.1. A governmental body is not required to create new documents in response to a request.

3.3.2. A database, as it exists at the time of a request, is considered an existing document.

3.4. All decisions regarding withholding or releasing records will be made in accordance with System regulation *61.01.02, Public Information*.

4. COST ESTIMATES

4.1. The PIO-delegate will assist employees with cost estimates as described in section 4 of System regulation *61.01.02, Public Information*.

4.2. Cost estimates will be calculated and charged in accordance with chapter 70 of the Texas Administrative Code.

4.3. Actual work should not be done until the requestor agrees to the cost estimate.

5. TRAINING/EDUCATION/INFORMATION

Employees may be required by their academic unit, division, or administrative office to complete online training and attend any/all supervisor/department head briefings and/or professional development trainings provided by OGC or through the university's Compliance Services department.

Related Statutes, Policies, or Requirements

1 Tex. Admin. Code Ch. 70, *Cost of Copies of Public Information*
Tex. Gov't Code, Ch. 552
System Policy *61.01, Public Information Act Compliance*
System Regulation *61.01.02, Public Information*

Appendix

Public Information Coordinator Contact Information Database

Contact Office

Contact for interpretation and clarification:	Chief Ethics & Compliance Officer 361.825.2636