61.99.99.C0.03 Compliance with Texas State Publications Depository Program

Revised: March 4, 2024
Next Scheduled Review: March 4, 2029
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) complies with the Texas State Publications Depository Program. This procedure provides details on this compliance.

Procedure

1. In order to comply with the Texas State Publications Depository Program, all offices producing printed publications at State expense must submit a list of such documents (including titles, subjects, and quantities produced) on a monthly basis to the Director of Marketing, the designated Publications Contact Person for TAMU-CC. The Director of Marketing will solicit this list via email.

2. The Texas Government Code 441.101 requires state-supported colleges and universities such as TAMU-CC to deposit copies of their publications with the Texas State Publications Clearinghouse of the Texas State Library. This law defines state publications as information in either physical or electronic format that is produced by the authority of or at the expense of a state agency and is distributed outside of the agency. Per this definition, state publications do not include information distributed to contractors/grantees, persons in the agency or other government agencies, or the public requesting information via an open records request.

3. Following receipt of monthly lists from university offices, the Director of Marketing will notify each office on which publications must be deposited and the quantity needed.

Related Statutes, Policies, or Requirements

Texas Government Code 441.101

This procedure supersedes:

- *61.01.01.C0.01, Compliance with Texas State Publications Depository Program*

Contact Office

Contact for clarification and interpretation:	Director of Marketing 361.825.3020