

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.H.02**

**AREA: Records Management**

**SUBJECT: Open Records**

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1. PURPOSE

The University of Houston System (“the System”) is committed to compliance with the letter and the spirit of the Texas Public Information Act (“the Act”) ([Texas Government Code, Chapter 552](#)). The purpose of this administrative memorandum is to guide the System’s handling of and responses to requests for information under the Act.

2. POLICY

- 2.1. The Chancellor shall designate an agent to act as the public information officer/designee (PIO). The PIO shall coordinate responses to all public information act requests that the System receives.
- 2.2. The Office of the General Counsel is responsible for (1) ensuring compliance with the [Texas Public Information Act](#) and with the System’s public information policy, (2) responding to requests for public information as directed, and (3) providing legal support to the PIO.
- 2.3. Any university personnel receiving inquiries concerning disclosure of information should ask that the request be put in writing and directed to the System’s PIO. Requests for information should be sent to the PIO via mail, fax, e-mail, or in person. E-mailed requests for public information should be sent to [publicinfo@uh.edu](mailto:publicinfo@uh.edu).
- 2.4. All information and records held by the System and its components are public, unless they fall within a specific exception to the Act. The Office of the General Counsel will determine whether the information is to be released, or whether it falls within an exception to the Act. If an exception is claimed, the Office of the General Counsel will request an opinion from the Attorney General of Texas. In most cases, the request for an opinion from the Attorney General must be made within 10 business days of receipt of the request by the System or the System’s component institutions, or the information is deemed public and may be subject to public disclosure.

- 2.5. The Office of the General Counsel in conjunction with the PIO will coordinate the release of any requested information, and determine appropriate charges to the requestor for duplication of records using guidelines of the Office of the Attorney General.
- 2.6. Pursuant to [Texas Government Code, Section 552.275](#), the System has established a time limit on the amount of time personnel of the System and/or the System's component institutions are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor without recovering its costs attributable to that personnel time. The time limit which has been established by the System shall be 36 hours per fiscal year. Requestors who exceed the 36 hour time limit will be required to pay costs attributable to cost of materials, overhead and personnel time regardless of whether the requestor intends to only inspect the documents. This section does not apply to those requestors exempt by [Texas Government Code, Section 552.275](#).

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Vice Chancellor for Legal Affairs and General Counsel

Review: Every three years on or before August 31

4. APPROVAL

Approved: Dona Cornell  
Vice Chancellor for Legal Affairs and General Counsel

Renu Khator  
Chancellor

Date: November 28, 2016

5. REFERENCES

Public Information Web Site:  
<http://www.uh.edu/legal-affairs/general-counsel/texas-public-information/>

## REVISION LOG

Revision Number	Approval Date	Description of Changes
1	10/26/1993	Initial version
2	11/15/1999	Applied revised SAM template to meet current documentation standards. Added Section 2.4 on possible requirement for a confidentiality agreement that covers the requested information
Interim	07/13/2007	Applied revised SAM template. Changed title to add "Public Information Act." Added Section 2.2 on the Office of General Counsel to determine if information/record falls under an exception to the Act. Rewrote Section 2.4 to reflect current operating requirements. Added Section 2.6 on established time limit of 36 hours per fiscal year for producing public information for inspection or duplication. Changed review period from odd numbered years on or before August 31 <sup>st</sup> to every three years on or before August 31 <sup>st</sup> . Added Section 5
3	04/07/2008	Applied revised SAM template. Removed "Public Information Act" from the title. SAM approved from Interim version
4	01/18/2012	Applied revised SAM template and added new Revision Log. Added Section 2.1 on designating an agent to act as the Public Information Officer (PIO). Removed Section 2.2. Information in Section 2 emphasized the role of the PIO, redefining the role of the Office of Legal Counsel for all public information act requests received by the System. Removed Section 5, Indexing Terms and added Reference to PIO web site
5	11/28/2016	Updated links and titles as needed. Made minor modification to Section 2.4 regarding requests from Attorney General "in most cases." No additional redlines were indicated by the Subject Matter Experts (SMEs)