Public Information Act 101

What is a Public Record?

- Information 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 or has right of access to it

- Records can be in any recorded format, including:
  - Paper
  - Computer data
  - Film/Microfilm
  - Video or audio recordings, including voicemail
  - Maps, Drawings, Photographs

What is a Public Information Request?

- A WRITTEN request for information
  - Can be mailed, hand-delivered, emailed or faxed
  - Don’t have to answer questions
  - Don’t have to create information

When is a Public Information Requested received?

- On the day it came in, not on the day someone opened it
- If the date it came in cannot be determined, it is the third day following the date of the request

What do I do if I get a PIA Request?

- Contact Ms. Kathy Gilcrease, Assistant to the President
- Get a copy of the request to Ms. Gilcrease the same day
- Follow any instructions/requests Ms. Gilcrease makes of you

What steps should I take to ease the process of responding to a request?

1. Know your records
2. Keep confidential records separate when possible
3. Follow Records Retention Policy
4. Keep frequently requested records handy

All questions concerning Public Information/Open Records Requests should be addressed to:

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