

**Sam Houston State University**  
**A Member of The Texas State University System**

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**OPEN RECORDS POLICY**

The following procedures should be followed according to the [Public Information Act](#).

**THE PUBLIC INFORMATION ACT**

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer IRU SXEOLF LQIRUPDWLRQ DQG WKH RIILFHU¶V DJHQW PD\ QRW DVN ZK is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by

Lodge a written complaint about overcharges for public information with the Office of the Attorney

General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

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- x Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor.
- x Segregate public information from information that may be withheld and provide that public information promptly.
- x Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body.
- x Respond in writing to all written communications from the Office of the Attorney General regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

**PROCEDURES TO OBTAIN INFORMATION**

(1) Submit a request by mail, email, or in person, or any other appropriate method approved by the governmental body.

(2) Provide a thorough description (and, if available, a list of records) of the information requested to the governmental body to accurately identify and locate the information requested.

(3) Provide a list of records requested to the governmental body to accurately identify and locate the information requested.

**A. INFORMATION TO BE RELEASED**

x

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- x Failure to request an Attorney General Letter Decision and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- x Requestors may send a letter to the Attorney General arguing for release and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- x The Attorney General must issue a decision no later than the 45<sup>th</sup> working day from the day after the Attorney General received the request for a decision. The Attorney General may request an additional 10 working day extension.
- x Go Y H U Q P H Q W D O E R G L H V P D \ Q R W D V N W K H \$ W W R U Q H \ \* H Q H U D O W R

To request information from this governmental body, please contact in writing:

Virginia Yount  
Legal Assistant and Public  
Information Coordinator

By mail: Box 2045, SHSU  
Huntsville, TX 77341

By email: [openrecords@shsu.edu](mailto:openrecords@shsu.edu)

By fax: 936-294-2423

In person: Sam Houston State University  
Bobby K. Marks Administration  
Building, Suite 206  
Texas State University System  
Office of General Counsel

For complaints regarding failure to release public information please contact your local County or District Attorney. Please ask and you will be provided with this information.

- x You may also contact the Office of the Attorney General, Open Government Hotline, at 512-478-6736 or toll-free at 1-877-673-6839.
- x For complaints regarding overcharges, please contact the Office of the Attorney \* H Q H U D O ~~Online at 512-475-2497~~ or toll-free at 1-888-672-6787.

If you need special accommodation pursuant to the Americans With Disabilities Act (ADA), please contact our ADA Coordinator, Kelley Osborn, M.A., L.P.C., at (936) 294-3512 or [cko002@shsu.edu](mailto:cko002@shsu.edu).

Reviewed by: McCartney Johnson, Deputy to the President  
Date: January 2022