

MANUAL OF POLICY

Title	Requests For Public Information	2510
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 27, 2004	

The President of South Texas College is designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the College.

All records will be retained for the minimum periods listed in the College's Records Retention Schedule as approved by the Texas State Library and Archives Commission. Records will be destroyed when the retention period has expired on the Records Retention Schedule as outlined in Local Government Code, Section 202.001 Destruction of Records.

Requests for Public Information

All requests for public information are required to be in writing, and any employee receiving such a request shall forward the request to the President immediately upon receipt. To the extent practical, the documents being requested should be gathered and assembled by the person or persons having immediate custody and control of the documents, and made available for the President's review. The President, in consultation with legal counsel, shall determine whether the information requested should be released or whether all or part of the requested information should be withheld from disclosure under one or more of the exceptions to disclosure under the Texas Public Information Act. The President may request, or authorize the College's legal counsel to request, an Attorney General's opinion with respect to the information sought to be withheld from disclosure. The request for an Attorney General's opinion, and notice of such request shall be provided to the requestor, in accordance with the provisions of the Texas Public Information Act.

If all or part of the requested information is released, the party requesting the information shall be required to pay all costs for retrieval, production, and reproduction, which the College is permitted to charge the requestor under the Texas Public Information Act.