



Angelo State University
Operating Policy and Procedure

OP 01.02: Custodian of Public Records

DATE: June 10, 2019

PURPOSE: The purpose of this Angelo State University Operating Policy and Procedure (OP) is to define the steps involved for the release of public information and collection of any charges for copies if a request should arise.¹

REVIEW: This OP will be reviewed in February of every fourth year by the Vice Chancellor and General Counsel of the Texas Tech University System with recommendations for revisions forwarded to the President. This OP will be reviewed again in 2023.

POLICY/PROCEDURE

1. Accessibility of Public Information

Angelo State University (ASU) is a state agency supported by public funds and subject to the provisions of Texas Government Code Chapter 552: Public Information. Public information held by Angelo State University, excluding those records which are excepted by statute, including student records which are restricted from disclosure by the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C.S. Section 1232G), will be made accessible in accordance with this policy.

2. Authority and Release of Public Information

The President has designated the Vice Chancellor and General Counsel of the Texas Tech University System (TTUS) as the Public Information Act Officer for public records for ASU. The Vice Chancellor and General Counsel is authorized to delegate the duties of the Public Information Act Officer to an attorney(s) within the Office of General Counsel.

Consequently, ASU follows TTUS Regulation 07.01 regarding the handling of public requests and the assessment of any charges for fulfilling requests. TTUS Regulation 07.01 is available at

[https://www.texastech.edu/offices/cfo/07.01%20Public%20Records%20\(2019.05.24_final\).pdf](https://www.texastech.edu/offices/cfo/07.01%20Public%20Records%20(2019.05.24_final).pdf).

A request for public records should be made in writing and should specify the institution and the records or information sought. E-mailed requests must be sent to publicinfo@ttu.edu to be considered valid.

¹ Tex. Govt. Code § 552.001, et seq.

[Major Revision: June 10, 2019]

If a request is received by an ASU employee, the ASU employee shall immediately contact the TTUS Office of General Counsel at (806) 742-2155 or forward the request by email to publicinfo@ttu.edu.