

Texas Public Information Act (TPIA) - Routing and Responsibilities

Updated: 08/03/2021

Purpose

To provide the internal procedures for routing and responding to requests received under the Texas Public Information Act.

Policy

In accordance with the Texas Public Information Act ("the Act") as codified in the Texas Government Code as Chapter 552 and U. T. System Policy UTS139, the Chief Business Officer (Vice President for Business Affairs - VPBA) is delegated as the Public Information Officer (PIO). Designation as the PIO requires the VPBA to respond to all requests submitted in accordance with the Act.

Procedures

Receipt of a Public Information Request (PIR) from a Third Party:

A request sent via postal mail, hand-delivery, fax, or email to anyone other than the PIO or their designee (the Public Information Coordinator (PIC)), is **not** a valid request. An invalid request should therefore be promptly responded to, with the following information:

"In order to submit a valid request under the Texas Public Information Act to The University of Texas at El Paso, please submit your request to one of the following:

E-mail: tpia@utep.edu

*Address: The University of Texas at El Paso
Vice President for Business Affairs
500 W. University Ave.
Administration Building, Room 301
El Paso, Texas 79968*

For more information, go to <https://www.utep.edu/vpba/open-records/index.html> or call the Office of the Vice President for Business Affairs at 915-747-5113."

General Guidelines:

- **All information created in the course of business is subject to the Act.**
- The PIC will contact you for responsive documents when appropriate.
- Once your search is complete, send an electronic copy of any responsive documents to the PIC; please no originals if possible.
- Inform the PIC of any concerns about material that is subject to release.

Applicability

This applies to all University departments.

Definitions

Public Information Request (PIR) - A written request for access to information collected, assembled, or maintained by or for the University. "Information" exists in paper, tape, microfilm, video, electronic data held in computer memory, and other mediums specified under law.

Public Information Officer (PIO) - As designated by UT System in UTS139, the PIO is the Chief Business Officer at UTEP - the equivalent title at UTEP is Vice President for Business Affairs. This individual is designated as the Custodian of Records for the University and, therefore, is responsible for responses to requests under the Act.

Public Information Coordinator (PIC) - The individual designated by the PIO to handle requests under the Act and prepare responses on behalf of the PIO.

Record - All information that is collected, assembled and maintained in the normal course of business regardless of format (electronic, audio, video, written, etc.) and exists at the time of the request.

Responsive Document - Any record that is requested, regardless of format, that exists at the time a request is received.

Responsible Party

Office of the Vice President for Business Affairs