

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.516 Public Information Policy	

Policy Statement.

The University of North Texas Health Science Center believes that as an entity of the State of Texas, it exists in order to serve the people of Texas. In accordance with that belief, the Health Science Center is committed to allowing people access to information regarding its records, affairs and transactions in accordance with the Texas Public

directory information shall not be released;

- c) almost all letters, memorandums, and e-mails, including drafts that are retained;
- d) almost all completed reports, audits, evaluations, and investigative reports;
- e) notes that are not required to be maintained, but which are kept by a center employee regarding some aspect of the course and scope of his or her employment;
- f) most information contained in an account, voucher, or contract;
- g) staff manuals and written instructions

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

1. PROCEDURES TO BE FOLLOWED WHEN A REQUEST FOR INFORMATION IS RECEIVED:

- a) Any request for information that states it is made pursuant to the Act falls under this Policy. Also, any request for information that is available in either paper or electronic form at the Health Science Center will come under this Policy, even if the Requestor does not specifically state that his or her request is being made pursuant to the Act.
- b) Requests for information must be made in writing. If an oral request for information is received, the Requestor must be informed of the requirement to submit the request in written form. The written request may be provided to any employee of the Health Science Center or directly to the Office of Legal Affairs.
- c) When a written request for information is received, it is imperative that Health Science Center employees note the date received and immediately forward it to the Office of Legal Affairs unless prior alternative arrangements have been approved in writing by the General Counsel.
- d) If it is unclear as to what information is being requested, the Requestor may be asked to clarify his or her request. If a large amount of information has been requested, the Requestor may be informed as to how the scope of a request might be narrowed. However, in accordance with the Act, Health Science Center employees should not ask why the information is being requested or about its intended usage.

Note: Employees are cautioned not to make any decision as to whether the information requested falls under one of the exceptions to the act without first contacting the Office of Legal Affairs.

- e) Some type of action must be taken on a request for information within ten business days of initial receipt by a Health Science Center employee. The appropriate type of action to be taken will be determined by the Office of Legal Affairs, in conjunction with the office holding the requested

information. The Office of Legal Affairs will review the request and determine whether the requested information is required to be released under the Act or if it is otherwise exempted from disclosure. If it is determined that the request for information implicates an individual

be involved in complying with a particular request. Where a particular request will involve considerable time and resources to process, the Health Science Center employee responding to the request should inform the Requestor of the anticipated completion date and any potential charges.

- i) With the provision of the requested information, the Requestor shall be sent a completed "University of North Texas Health Science Center Public Information

Request Charges" form and letter stating the total amount of charges to be paid to the Health Science Center and

Health Science Center.

- l) If public information exists in an electronic or magnetic medium, the Requestor may request a copy either on paper or in an electronic medium, such as on diskette or on magnetic tape. The Health Science Center employee shall provide a copy on the requested medium if:
 - (1) the Health Science Center has the technological ability to produce a copy of the requested information in the requested medium;
 - (2) the Health Science Center does not have to purchase any software or hardware to accommodate

provided under the Public Information Act. It is the responsibility of each office to maintain accurate records of requests and responses and to forward money received through the financial accounting office as directed in the Charges Section of this Policy. A copy of all written statements provided to Requestors also shall be provided to the Office of Legal Affairs where they shall be maintained in a central file and in a readily accessible location.

- p) After information has been released under the Act, the Health Science Center is not required to provide the Requestor with subsequent updates, corrections, or notice of a change in status of the person to whom the information pertains.
- q) After providing the written statement to the Requestor, the Health Science Center employee does not have any further obligation to provide the information in the requested form or in the form in which it is available until the Requestor state in writing that: (1) he or she wants to be provided with the information in the requested form according to the cost and time parameters set out in the statement or according to other terms to which the Requestor and the Health Science Center agree; or (2) he or she wants the information in the form in which it is available.

2. CHARGES FOR INFORMATION PROVIDED: The charges for responding to a request for information:

- a) When the Requestor receives access to information on the Health Science Center campus:
 - (1) Access to information in standard paper form. The Health Science Center shall not charge for making available for inspection information maintained in standard paper form unless the request is for

response to requests for access, for purposes of inspection only, to information that is maintained in other than standard form, the Health Science Center shall not charge the Requestor for the cost of preparing and making available such information, unless complying with the request will require programming, manipulation of data, or redaction of information. If programming or manipulation of data is needed to access the information, the Requestor shall be provided with prior written notice as provided above.

- (3) If public information exists in an electronic form on a computer owned or leased by the Health Science Center and if the public has direct access to that computer through a computer network or other means, the electronic form of the information may be electronically copied from that computer without charge if accessing the information does not require processing, programming, or manipulation on the government-owned or government-leased computer before the information is copied.

b) When the Health Science Center is providing a copy of the information:

- (1) If the request is for information contained in less than 50 standard size pages of paper records, which are located in one building and not in remote storage, then the de minimis response charges shall be waived. Waiver of these charges is limited to one request per person per year except where determined a public interest will be served. All other waivers or reductions of charges must be approved by the Vice Chancellor and General Counsel who shall determine if a waiver or reduction is in the public interest.
- (2) For all other information provided in response to a request under this Policy, the Requestor shall be charged in accordance with the charges set forth on the "University of North Texas Health Science Center Public Information Request Charges" sheet.
- (3) Explanation of some of the charges contained on the "University of North Texas Health Science Center Public Information Request Charges" form:

Overhead charges. Whenever any personnel charge

is applicable to a request, the

Revised: