

HSC OP: 01.03, **Custodian of Public Records**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center Operating Policy and Procedure (HSC OP) is to define the steps involved for the release of information and collection of any charges for copies if a request should arise pursuant to the Texas Public Information Act.¹

REVIEW: This HSC 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.

POLICY/PROCEDURE:

1. The President has designated the Vice Chancellor and General Counsel for the Texas Tech University System (TTUS) as the Public Information Act Officer for public records for TTUHSC. 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.
2. Consequently, TTUHSC follows TTUS Regulation 07.01 regarding the handling of public records requests and the assessment of any charges for fulfilling requests. TTUS Regulation 07.01 is available [here](#).
3. 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.
4. If a request is received by a TTUHSC employee, the TTUHSC employee shall immediately contact the TTUS Office of General Counsel at (806) 742-2155 or forward the request by email to publicinfo@ttu.edu.
5. Student education records are not public records and are generally prohibited from disclosure by the Family Educational Rights and Privacy Act (FERPA).