

# Texas A&M Veterinary Medical Diagnostic Lab Procedures

61.01.02.V0.01 | Public Information

Revised: April 6, 2021

Next Scheduled Review: April 6, 2026



[Click Here for Revision History](#)

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## PROCEDURE SUMMARY

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This procedure establishes procedures for Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) employees to comply with the Texas Public Information Act and The Texas A&M University System (A&M System) Regulation 61.01.02, *Public Information*.

This procedure is required by A&M System Regulation 61.01.02, and provides TVMDL employees guidance for the management of public information requests and the compilation of responses to comply with the Texas Public Information Act.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 GENERAL

- 1.1 The Texas Public Information Act designates the Chief Executive Officer of each A&M System member as the Officer for Public Information Officer (PIO). The Director has delegated these responsibilities to the Texas A&M AgriLife (AgriLife) Director of Ethics and Compliance. The Director of Ethics and Compliance has delegated the Senior Ethics and Compliance Coordinator within Ethics and Compliance to serve as the PIO. The TVMDL Office of the Director is the public information contact point for the PIO.
- 1.2 The PIO will distribute public information requests to the TVMDL Office of the Director for the purpose of gathering responsive information.
- 1.3 The PIO will copy the A&M System Office of General Counsel (OGC) on all requests, and OGC will be consulted regarding all responses. OGC will notify the Chancellor of requests that may have public relations significance, as appropriate.
- 1.4 With the approval of the TVMDL Chief Executive Officer, the PIO will copy AgriLife Communications on requests that may have public relations significance.

### 2.0 RECEIPT OF PUBLIC INFORMATION REQUESTS

#### 2.1 Manner of Receipt

- A. Official requests for public information are required to be made via the open records email box, [openrecords@ag.tamu.edu](mailto:openrecords@ag.tamu.edu) or by submitting a request in the Open Records Portal provided on the Texas A&M AgriLife Website.
- B. A governmental body may not inquire into the purpose of a request.
- C. All requests received directly by a TVMDL employee, by mail or hand delivery, shall be forwarded immediately upon receipt to the PIO and the TVMDL Office of the Director.
- D. Requests made by electronic mail or facsimile transmission must be addressed directly to the PIO. TVMDL employees who receive requests directly from the requestor by electronic mail or facsimile transmission should ask the requestor to resubmit the request to the PIO.

### 3.0 RESPONSES TO PUBLIC INFORMATION REQUESTS

- 3.1 The TVMDL Office of the Director shall provide all documents that are responsive to a request to the PIO by the date indicated by the PIO.
- A. Records shall be forwarded electronically (via e-mail, flash drive, or CD) when possible.
  - B. If necessary to provide hard copies, copies should be single sided and staples removed.
  - C. No redactions shall be made to responsive documents.
  - D. Responses to multiple items shall be sorted and identified per item.
  - E. Concerns regarding release of certain responsive items shall be noted.
- 3.2 If sources for responsive information are known that are not indicated on the distribution, the PIO shall be notified as soon as possible.
- 3.3 A response to a public information request includes responsive documents that exist at the time of a request.
- 3.4 The PIO will assist the TVMDL Office of the Director with cost estimates as described in A&M System Regulation 61.01.02.
- 3.5 All decisions regarding withholding or releasing records will be made in accordance with A&M System Regulation 61.01.02.

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[A&M System Policy 61.01](#), *Public Information Act Compliance*

[A&M System Regulation 61.01.02](#), *Public Information*

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### DEFINITIONS

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The terms “Public Information” and “Open Records” are used interchangeably.

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### CONTACT OFFICE

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Questions regarding this procedure should be referred to the Public Information Officer at 979-862-6307.

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### REVISION HISTORY

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Approved: September 29, 2009  
Revised: February 26, 2013  
September 7, 2015  
April 6, 2021

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