

**Texas Woman's University
University Regulation and Procedure**

Regulation and Procedure Name: Open Records

**Regulation and Procedure
Number: URP: 01.300**

Policy Owner: Office of General Counsel

POLICY STATEMENT

This policy designates the Open Records Regulation and Procedure.

APPLICABILITY

This policy is applicable to TWU Faculty, Employees, Students, and Guests.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Open Records

- A. The Chancellor of Texas Woman's University has designated its General Counsel as Open Records Officer to whom requests are to be made for public records. The University will utilize the procedures outlined in the V.T.C.A., Government Code Chapter 552, Public Information. Funds received for open records will be transmitted to the Cashier's Office at Texas Woman's University for deposit in an unobligated account designated by the Controller.
- B. The cost of obtaining a copy of public information shall be an amount sufficient to recover the full cost of providing copies of the public record. Texas Woman's University utilizes the fee schedule approved by the Attorney General's Office.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a

result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

<p>Publication Date:</p> <p>Next Review:</p>
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