



Records Access and Security Policy

RCM-1200

POLICY STATEMENT

Comply with the provisions of the Texas Public Information Act (PIA) and provide public access to its records. Unless records are excepted from disclosure, all information collected, assembled or maintained by or for the BPUB is public information and is available to the public during normal business hours according to the PIA.

Maintain its competitive position by adopting a "Competitive Matters" resolution in accordance with Section 552.133 of the Texas Government Code. BPUB adopted Competitive Matter Resolution 2011-1212 on December 12, 2011.

Maintain the confidentiality of records distributed and discussed during the "Competitive Matter" agenda items held in closed session in accordance with Section 551.086 of the Texas Government Code.

ROLES AND RESPONSIBILITIES FOR OFFICER FOR PUBLIC INFORMATION (OPI)

The PIA provides that the General Manager and Chief Executive Officer (GM & CEO) of the BPUB is the Officer for Public Information.

The GM & CEO may designate a BPUB employee to act as the Officer's Designee.

The GM & CEO retains ultimate responsibility for the OPI Designee's full compliance with the PIA.

ROLES AND RESPONSIBILITIES FOR OFFICER FOR PUBLIC INFORMATION DESIGNEE (OFFICER'S DESIGNEE)

Informs the public of basic rights and responsibilities under the PIA by prominently displaying a sign in the form prescribed by the Texas Attorney General.

Receives, tracks, reviews, compiles and coordinates responses to all public information requests the BPUB receives.

Makes public information available for public inspection and copying.

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	<p>Ensures preservation and care of BPUB's public records.</p> <p>Provides certification of BPUB documents as true utility records.</p> <p>Completes public information training as required by Section 552.012 of the PIA.</p>
<p>ROLES AND RESPONSIBILITIES FOR MANAGEMENT</p>	<p>Executive Management ensures implementation of this policy.</p> <p>Senior Management ensures compliance with this policy.</p> <p>Middle Management enforces this policy.</p>
<p>ROLES AND RESPONSIBILITIES FOR EMPLOYEES</p>	<p>All employees must follow this policy.</p>
<p>PROCEDURES HANDBOOK</p>	<p>The BPUB has established standards for the receiving, tracking, processing and responding of public information requests.</p> <p>Procedures for public information requests are found in the Records Access and Security Procedures Handbook.</p>
<p>CHARGES FOR PROVIDING PUBLIC INFORMATION</p>	<p>The PIA provides for charges for copies of and access to public information. The BPUB uses standard charges based on the schedule of charges recommended by the Texas Attorney General. Any charges or costs associated with providing information are in accordance with the guidelines provided by the Texas Attorney General, Texas Administrative Code, Title 1, Part 3, Chapter 70.</p>

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Charges for providing public information are found in the Records Access and Security Procedures Handbook.

CRIMINAL PENALTIES

The PIA establishes criminal penalties for both the release of information that must not be disclosed and the withholding of information that must be released.

The PIA also criminalizes the destruction, alteration, or concealment of public records.

Penalties for violating the PIA are outlined in the Records Access and Security Procedures Handbook.

NON COMPLIANCE

Consequences of non-compliance are established in the BPUB Personnel Policies and Procedures Manual, Policy Number 35.

MAINTAINING THE POLICY

The Records Management Department conducts maintenance reviews of this policy:

Every three (3) years after approval or revision of the policy; or

When changes occur in laws, regulations, organizational structure, and roles and responsibilities.

DEFINITIONS

Public Information Request (Also known as open records request) - Any written request that asks for information that is collected, assembled, or maintained in connection with the transaction of official business of a governmental body.

Texas Public Information Act (formerly known as the Texas Open Records Act) – Gives the public the right to request access to government information, however, some records are excepted from disclosure.

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