

## UTMB Information Resources – Texas Public Information Act

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|-------------------|--|-----------|------------|
| Procedure Number: | 2.1.3.1  | Created:  | 05/13/2006 |
| Procedure Table:  | Release of Information Under the Texas Public Information Act - Procedures | Reviewed: | 05/13/2006 |
| Author:           | I. S. Security   | Approved: | 05/16/2006 |
|                   |  | Revised:  |            |

### Release of Information Under the Texas Public Information Act (PIA)

#### Overview

In accordance with UTMB Policy 2.1.3 and the Texas Public Information Act (Texas Government Code, Chapter 552) every person is entitled, unless otherwise expressly provided by law, to complete information about the affairs and the official acts of UTMB and its employees. All written requests which fall within the framework of the above mentioned provisions will be honored and due care will be taken in fulfilling them.

#### Audience

This procedure applies to all individuals who are responsible for the discovery of information to satisfy requests made under the Texas Public Information Act.

#### Rationale

The intent of this procedure is to ensure that a consistent process is established to fulfill requests made under the Texas Public Information Act, to minimize mistakes and to protect information.

#### Guidelines

Information Services (I.S.) Security will only accept Public Information Act requests from UTMB Legal Affairs.

With the exception of System Audit Logs Reviews (requires ISO approval), ALL DATA DISCOVERY MUST BE APPROVED BY THE INFORMATION RESOURCE MANAGER prior to acting on any request.

I.S. Security will do a best effort to fulfill all PIA requests within a 48 hour period.

The following are the required general concepts and provisions:

#### Approval Process

| Step | Action   |
|------|--|
| 1    | A request for a transaction/audit log review or an individual(s)/departmental information resource review is received from Legal Affairs with an associated case number. |
| 2    | Open a UTMB-CIRT helpdesk ticket, go to <a href="http://G276006:8080">http://G276006:8080</a>  |

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### Review Process

|          |  |
|----------|--|
| <b>3</b> | Once approval is obtained, coordinate with the necessary system administrator(s), identified user(s) and/or the departmental administrator(s) to review and acquire the information as it is outlined in the Texas Public Information Act request.   |
| <b>4</b> | Notify Access Management in writing that access to information resources is required, i.e., local PC'(s), network shares, email, backup media etc. Reference the UTMB-CIRT case number and carbon copy the ISO on the email.   |
| <b>5</b> | Once access is granted, review individual/departmental information resources as it is outlined in the Texas Public Information Act request. The review may include, but is not limited to the following <ul style="list-style-type: none"> <li>• Email, including pst/ost files</li> <li>• Local hard-drive(s)</li> <li>• Network share(s)</li> <li>• Archived data/data backups</li> <li>• Removable media, i.e., floppies, thumb drives, optical disks etc.</li> </ul> |
| <b>6</b> | The preferred method of data discovery is to use application/OS specific search commands in conjunction with key words. If search functions are not available, a manual, file by file search will be conducted.<br><br>To ensure that only suitable data is provided, a review of all data discovered using a search command will be conducted prior to making it available to the legal department  |
| <b>7</b> | All data that was identified during the review/search will be copied to a network share or a Compact Disk (CD) and made available to the legal department for final review prior to its release.   |

### Review Completion

|           |  |
|-----------|--|
| <b>8</b>  | Send a email to access management instructing them to remove the previously granted account rights   |
| <b>9</b>  | Update the UTMB-CIRT helpdesk ticket by copying approval emails, account access and account access removal emails into the update section. |
| <b>10</b> | Close UTMB-CIRT helpdesk ticket as being complete.   |

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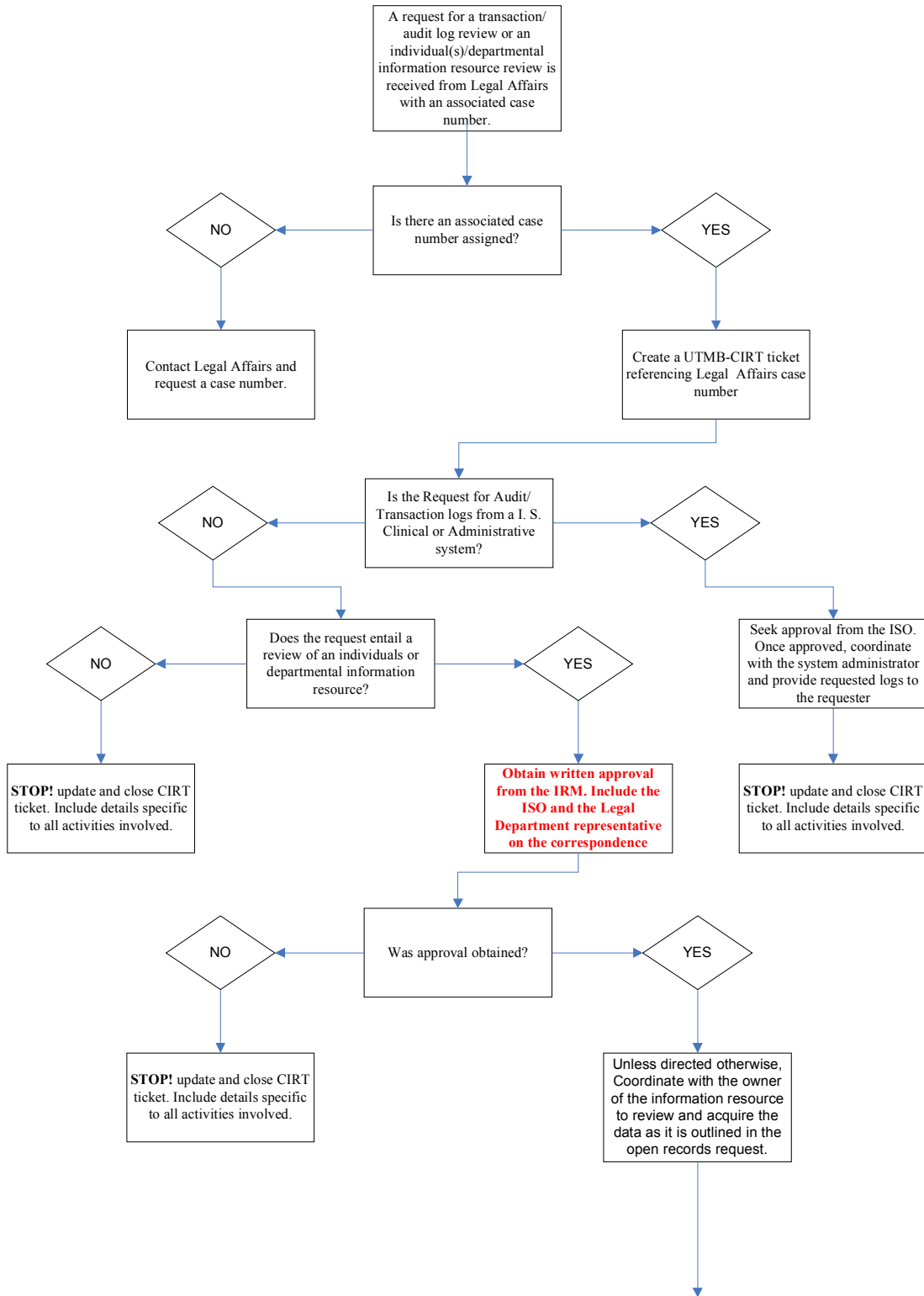
### References

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- *Texas Public Information Act ("the Act"), Government Code, Chapter 552*
  - *UTMB Release of Information Under the Texas Information Act Policy*
  - *UTMB Information Resources Security Policy*
  - *UTMB Email Use Policy*
  - *UTMB Internet Use Policy*
  - *UTMB IR Security Management Practice Standards Approval Process*
  - *UTMB IR Security Glossary*
  - *UTMB IR Security Monitoring Practice Standard*
  - *UTMB IR Account Management Practice Standard*

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## TEXAS PUBLIC INFORMATION ACT - FLOW CONTROL PROCESS (Cont)



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