Appendix 2
(Send by e-mail to recipient)

[date]

Dear [Individual]:

Choose an item, received a Texas Public Information Act (“TPIA”) request assigned [Institution ID Number]. That request seeks [describe information requested].

We believe you [and your office/department] may maintain information that will help us respond to this request. Please provide us all the potentially responsive information by [deadline]. Also, if you believe any other employee has some or all of this information, please let us know immediately so we may contact that employee to obtain it.

By law, the University must diligently search for these materials wherever they are located. In addition to searching for these materials in paper form (wherever they are located) and on university-owned electronic devices, you must search your personal devices for responsive information. If we all search diligently, we will have fulfilled our duties to the public and under Texas law; and if we do not, then unfortunately, certain civil and criminal penalties could apply. For these reasons, your prompt assistance with this diligent search is necessary.

After you complete your search, please reply to this email with one of the following two statements and, if you have responsive materials, please send them to us:

I performed a diligent search of all locations and devices (including paper and other physical locations; electronic, server- and cloud-based locations; and work-issued and personal devices) where I believe responsive information is likely to be stored, and am providing all potentially responsive information.

[Insert signature block of person to whom this email was sent, including his/her contact information]

OR

I performed a diligent search of all locations and devices (including paper and other physical locations; electronic, server- and cloud-based locations; and work-issued and personal devices) where I believe responsive information is likely to be stored, but did not locate any potentially responsive information.

[Insert signature block of person to whom this email was sent, including his/her contact information]

Thank you for your assistance with this important request.