

October 02, 2025

Via email: Public Information Officer, Texas Tech University System — publicinfo@ttu.edu

Re: Texas Public Information Act Request – Targeted Communications Referencing Kevin Norris Bass (June 1, 2023 – October 2, 2025)

To the Public Information Officer:

Under the Texas Public Information Act (Tex. Gov't Code ch. 552), please produce all emails (subject, body, and attachments) and Teams/SharePoint/Slack/IM/SMS messages referencing “Kevin Norris Bass” or my email variants (kevinnbass@..., kbass@..., Kevin.Bass@ttuhsc.edu), sent or received between June 1, 2023 and October 2, 2025, by the following custodians:

- Dr. Deborah Birx; Registrar (Amanda McSween); Financial Aid leadership; Student Affairs leadership; General Counsel liaisons for TTUHSC SOM; professionalism/SPPCC leadership; clerkship/rotation leadership and site directors/coordinators for Pediatrics, OB/GYN, Psychiatry, and Family Medicine; course administrators and scheduling coordinators; Maxient system admin; IT eDiscovery/Email Admin. Include any individual who held these roles within the date range.

Search and ESI:

- Search agency email/document systems and collaboration/messaging platforms used for agency business (Exchange/Outlook, Teams/SharePoint, Slack, SMS/iMessage, GroupMe, WhatsApp, Signal), including agency-managed personal devices to the extent required by § 552.004/SB 944.
- Produce electronic records in reasonably usable format (EML/MSG/PDF■text; CSV/XLSX for metadata). Include native metadata (to/from/cc/bcc, date/time, subject, message■ID) and attachment names.

Redactions/Withholding:

- If claiming an exception, identify the specific statutory basis and release all reasonably segregable portions.
- For student emails, redact personally identifiable student information under FERPA/§ 552.114 rather than withhold in full.

Narrowing and costs:

- If any portion is unclear or unduly burdensome, please identify the burden with specificity and propose narrowing consistent with Tex. Gov't Code §§ 552.222 and 552.267.
- Exclude exact duplicates and purely administrative scheduling notices lacking substance.
- If estimated costs exceed \$100, please provide an itemized estimate; I request waiver/reduction under § 552.267 in the public interest.

Requester:

Kevin Norris Bass (Student ID: R11333575)
kbassphiladelphia@gmail.com | 512-333-4092

Sincerely,

Kevin Norris Bass