

October 02, 2025

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

Re: Texas Public Information Act Request – Metadata: Communications regarding students, COVID, or scientific/public-health topics (e.g., "science", "scientific", "epidemiology", "virology", "public health") to/from Dr. Deborah L. Bix (Aug 13, 2023 – Dec 13, 2023)

To the Public Information Officer:

Under the Texas Public Information Act (Tex. Gov't Code ch. 552), please produce a metadata<sup>1</sup> only export for all emails (no bodies) and Teams/SharePoint/Slack/IM/SMS messages that discuss or reference students, COVID, or scientific/public-health topics (e.g., science, scientific, epidemiology, virology, public health), sent or received Aug 13, 2023 through Dec 13, 2023 by Dr. Deborah L. Bix and any assistants or delegated staff managing her TTUHSC correspondence.

Scope and format (metadata only):

- Provide CSV/XLSX (or JSON) with: unique identifier/message<sup>2</sup> ID, system/source, sent/received date<sup>3</sup> time (UTC), sender/from, to/cc/bcc, subject, thread/conversation ID if available, attachment file names and counts, file sizes where available, and message direction (inbound/outbound/internal).
- Do not include message bodies or attachment contents in this request.
- If feasible, include a simple load file keyed by message<sup>4</sup> ID to facilitate later follow<sup>5</sup> up on specific messages.

Systems and platforms:

- Search Exchange/Outlook, Teams/SharePoint, Slack, SMS/iMessage, GroupMe, WhatsApp, Signal, and any agency<sup>6</sup> managed personal devices to the extent required by Tex. Gov't Code § 552.004 and SB 944.

Redactions/withholding:

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

Narrowing & 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.
- If estimated costs exceed \$100, please provide an itemized estimate; I request waiver or reduction under § 552.267 in the public interest.

Requester:

Kevin Norris Bass (Student ID: R11333575)  
kbassphiladelphia@gmail.com | 512<sup>7</sup>333<sup>8</sup>4092

Sincerely,  
Kevin Norris Bass