

Immediate Preservation Notice – All TPIA/FERPA-Responsive Records (Kevin Norris Bass)
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Date: 2025-10-06T09:38:55-05:00
From: Kevin Bass <kbassphiladelphia@gmail.com>
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Message-ID: 199b9f6136c7b13d
Labels: SENT, INBOX
Gmail Link: <https://mail.google.com/mail/#all/199b9f6136c7b13d>

Dear TTUHSC Records Custodians, Legal, and IT Leadership,

This email serves as an immediate preservation notice covering all records and communications potentially responsive to my Texas Public Information Act (TPIA) and FERPA requests listed in the Appendix below (collectively, “the Requests”). Effective immediately, preserve without alteration or deletion any such records as enumerated below.

Continuing scope & future requests. This preservation instruction is continuing in nature and applies to all existing and subsequently created records relating to the subject matters described herein—including, without limitation, my prior and future amendments, supplements, or additional TPIA/FERPA requests concerning: (a) my academic/disciplinary proceedings and any related recordings/transcripts; (b) communications among TTUHSC/TTU System personnel or agents regarding Kevin Norris Bass; (c) P3/SPPCC/professionalism curriculum, materials, and decision-making; (d) transcript/Title IV matters; and (e) any TTUHSC/TTU System-held records arising from my graduate/PhD study years to the extent such records are maintained by TTUHSC, the TTU System, or their vendors. This hold remains in effect until lifted in writing. Please suspend any auto-deletion/expiration policies for covered sources (email, Teams/Slack/IM, calendars, meeting recordings/chats, file shares, audit logs, tickets, backups/archives) and notify all custodians and third-party vendors to preserve in place. Kindly acknowledge receipt and identify a single point of contact.

[Scope, required actions, date range, and Appendix follow in original email.]

Respectfully,
Kevin Bass PhD MS
Phone: 512-333-4092