



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 1, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 09-09
Memo FY 09-09 Supersedes VPBA Memo FY 08-09

Distributed via Campus Email

TO: All University Personnel

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Open Records/Public Information Requests

We are increasingly being contacted by outside parties to inspect or copy our records. The Public Information Act, formerly known as the Open Records Act, provides a mechanism for citizens to do so, and it provides for instances in which we can withhold government records from the public. Please be aware that information collected or maintained by us is subject to the Public Information Act. The format of the information does not affect its status under the Act.

We have developed a process where the University can respond to these request within the required time frame and under the Public Information Act rules. This process will also allow us to comply with the reporting requirements under the law.

If you are contracted by anyone wishing to view or copy information, please refer them to my office so we can ensure compliance with the Public Information Act. Below you will find specific response guidance.

1. You should instruct the requestor that his/her request must be in writing.
2. You should tell the individual that the request should be addressed as follows:

Mary Lee Hodge, Vice President for Business Affairs
Prairie View A&M University
P.O. Box 519; Mail Stop 1300
Prairie View, Texas 77446

Or via email to mlhodge@pvamu.edu

3. You should recommend that the correspondence be labeled as a "Public Information Request".
4. **You should not accept the request and forward it to my office. The request should be made directly so that we can ensure compliance with Public Information Act deadlines.**
5. If the requestor has further questions, you may refer him/her to our web page at <http://www.pvamu.edu/openrecords> or to the Attorney General's web page at http://www.oag.state.tx.us/opinionopen/og_faqs.shtml.

Page 2

Your cooperation in this matter is greatly appreciated and will enable us to comply with State Law. If you have any questions about open records, please do not hesitate to call me at x2150.

xc: Dr. George Wright
Mr. Jan Faber

MLH: pgs