



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Memorandum

To: All University Personnel

From: George C. Wright *GCW*
President

Date: April 17, 2006

Subject: 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 all 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 requests 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 contacted by anyone wishing to view or copy information, please refer them to our Public Information Officer, Mary Lee Hodge. 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 578
Prairie View, Texas 77446

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 Mrs. Hodge. The request should be made directly to her.
5. If the requestor has further questions, you may refer him/her to our web page at <http://www.pvamu.edu/pages/1058.asp> or to the Attorney General's web page at http://www.oag.state.tx.us/opinionopen/og_faqs.shtml.

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 Mrs. Hodge at X2952.

xc: Mary Lee Hodge
Jan Faber