



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 1, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 21-01
Memo FY 20-01 Supersedes VPBA Memo FY 20-01
Distributed via Campus Email

To: All University Personnel

From: Cynthia Carter-Horn 
Senior Vice President for Business Affairs

Re: Open Records/Public Information Requests

We are increasingly being contacted by outside parties to request a copy of our records. The Public Information Act, formerly known as the Open Records Act, provides a mechanism for citizens to do so, and the Act provides for instances in which we can withhold government records from the public. Please be aware that information collected or maintained by Prairie View A&M University 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 requesting to view or copy information, please refer them to the Office of University Compliance, to ensure compliance with the Public Information Act.

You may instruct the requestor that his/her request must be in writing, and the information request can be submitted in the following manner:

Via Web: <https://www.pvamu.edu/universitycompliance/open-records/open-records-portal/>

Via Email: openrecords@pvamu.edu

Via Mail: Prairie View A&M University
Compliance Office -Public Information Officer, Whitney Glenz
W.R. Banks, Suite 224 -P.O. Box 519, Mail Stop 3401
Prairie View, Texas 77446

For additional information, visit our web page at
<https://www.pvamu.edu/universitycompliance/open-records/>. or
http://www.oag.state.tx.us/open/og_faqs.shtml.

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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 contact Whitney Glenz at openrecords@pvamu.edu or 936-261-2126. Thank you for your assistance.

xc: Ruth J. Simmons, President
Brooks Moore
Catherine Smock
Whitney Glenz