September 9, 2013

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 14-01  
Memo FY 14-01 Supersedes VPBA Memo FY 13-04  
Distributed via Campus Email

To: All University Personnel

From: Corey S. Bradford  
Senior Vice President for 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 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 contracted by anyone requesting to view or copy information, please refer them to the Office of Business Affairs so we can ensure compliance with the Public Information Act. You will find specific responses to guide you in appropriately handling these inquiries listed below.

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: Office of Business Affairs  
P.O. Box 519, Mail Stop 1300  
Prairie View, Texas 77446  
or via email to openrecords@pvamu.edu
3. You should recommend that the correspondence be labeled as a “Public Information Request”.

4. You should not accept the request; direct that the request be forwarded to the Office of Business Affairs. The request should be made directly to Business Affairs 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/open/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 contact me or Ms. Paula Sandles at openrecords@pvamu.edu or at extension x2150.

Thank you for your assistance.

CSB/ol

xc: Dr. George C. Wright
    Mr. Brooks Moore