



PRAIRIE VIEW
A&M UNIVERSITY

EMPLOYEE RESPONSIBILITIES

Empowering & Protecting PVAMU

OPEN RECORDS

How do I know if I am in compliance?

In order to be compliance, please ensure that the following criteria is met:

- Complete any trainings related to Open Records as necessary
- System employees are not authorized to submit public information requests to members while acting in their official role for the university
- Any public information request made by an employee must be submitted in that employee's individual capacity as a private citizen

The willful misuse of information received through the Act may subject the employee to the loss of individual indemnification by the state. This does not affect employees' access to information in their official personnel files.

BUILDING A CULTURE OF COMPLIANCE