



Office of the President

Memorandum

Date: May 3, 2007

To: Edwin A. Barnes
Interim Vice President for Administrative Affairs

cc: Tomas Morales
Doug Freer
Debra Brum
Scott Warrington
Ron Fremont
Paul Storey

From: 
J. Michael Ortiz
President

Subject: Public Record Requests – Contact Designation

To insure a consistent response, the Chancellor’s Office has requested that each campus designate one person to serve as the contact person for all public records requests. This memo is to appoint you as the official Public Records contact for the University.

Requests for information are required to be in writing and a response, which is required within ten days, would include the cost of the copies. A uniform charge of 20 cents per page, based on IRS policy, was developed. In addition, the salary/time of an employee making the copies could be charged, but not the employee’s time researching and retrieving the documents. Copies should not be provided until the individual/organization agrees to pay.

The Chancellor will follow up with a memorandum elaborating on these details.

sl/d07
cc: Sharon Reiter
Eunice Chan

VICE PRESIDENT FOR
MAY 08 2007
ADMINISTRATIVE AFFAIRS