

**DATE:** September 2, 2010  
**TO:** Executive Committee Members, Vice Presidents, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans, and Departmental Administrators  
**FROM:** Delbert Gonzalez.  
Interim Vice President and Chief Financial Officer

## **Business Affairs Bulletin No. 1 - FY 2011**

### **SUBJECT: Public Information Requests**

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Under provisions of the Texas Public Information Act (Texas Government Code, Chapter 552), the President has delegated his authority as the custodian of records to the Vice President and Chief Financial Officer.

Effective September 1, 2010, All requests for documents under that Act should be directed to:

The Office of the Vice President and CFO.  
By Mail to : 7703 Floyd Curl Drive, San Antonio, Tx 78229-3900  
By e-mail to : [PublicInfo@uthscsa.edu](mailto:PublicInfo@uthscsa.edu)  
By Fax to : (210)567-7027  
In person at : Academic and Administration Building, Room 442

Please update any forms or documents that your Department and/or School maintains that make reference to Public Information Requests to indicate the above listed addresses.

If you have any questions or concerns, please contact Jeanne Morgan at 567-7023 or [MorganJ@uthscsa.edu](mailto:MorganJ@uthscsa.edu)

*Please distribute this bulletin to any members of your staff that are responsible for maintaining forms, either in a paper or in an electronic format.*