



SOUTH TEXAS COLLEGE REQUEST FOR PUBLIC INFORMATION

In compliance with Public Information Act of the Texas Government Code, Chapter 552, South Texas College will comply with release of requested information unless information is exempt from disclosure. All requestors are responsible for payment of reasonable expenses for cost of records.

Form must be completed to be processed and returned to: publicinformationrequests@southtexascollege.edu
Detailed information regarding requests under the Texas Public Information Act, including requirements, can be found at: <https://admin.southtexascollege.edu/president/pir.html>

Please print:

Date:	Requestor Name:		
Company Organization:		Mailing Address:	
City	State:	Zip Code:	
Phone Number:	Preferred method of delivery:		
	<input type="checkbox"/> Email	E-mail address: _____	
	<input type="checkbox"/> Fax	Fax number: _____	
	<input type="checkbox"/> Mail	Mailing address: <input type="checkbox"/> Same as above <input type="checkbox"/> Other	
	_____		_____
	Mailing address		City, State, Zip Code

Please provide a detailed description of information being requested. Please include record names, specific time periods, or any other pertinent information for retrieval of record.

Signature: _____ **Date:** _____

*****South Texas College Only*****

Due Date:	Extension Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Extension Date: _____		Time: _____
Letter/Notice of Notification:	<input type="checkbox"/> Required <input type="checkbox"/> Not Required		
Information relayed to:	<input type="checkbox"/> Student Records and Registrar	<input type="checkbox"/> VP for Admin. Services/Finance	
	<input type="checkbox"/> Office of Human Resources	<input type="checkbox"/> Purchasing	
	<input type="checkbox"/> Research and Analytical Services	<input type="checkbox"/> Other	
Information Reviewed by legal counsel:	<input type="checkbox"/> Approved <input type="checkbox"/> Routine	Review by: _____	Pages released: _____
Approval by President:	Approved:		
	_____		_____
	Dr. Ricardo J. Solis		Date