



Memorandum

September 22, 2014

MEMORANDUM

TO: Executive Officers
Dr. Pedro Reyes
Dr. Ray Greenberg
Dr. Scott C. Kelley
Dr. Stephanie Bond-Huie
Dr. Patricia Hurn
Mr. Barry R. McBee
Dr. Randa S. Safady
Mr. Daniel Sharphorn
Ms. Amy Shaw Thomas
Mr. William H. Shute

FROM: Francisco G. Cigarroa, M.D.

Francisco G. Cigarroa

SUBJECT: Compliance with Regents' Rule 10801 Related to
Regental Requests

Please review the attached Regents' Rule concerning the processing of requests from members of the Board. The U. T. System is also subject to a standing request from the House Select Committee on Transparency in State Agency Operation that requires us to track information about certain requests for information. Accordingly, please follow the process below if you receive or process a Regental request:

1. Provide a copy of any written request for information to me, Jana Pankratz, and Francie Frederick immediately upon receipt. If the request is verbal, document the request in writing to me, Jana, and Francie. This is for all requests, including those received from the chairmen of the standing board committees in the preparation of a committee agenda.
2. Except for routine requests requiring information readily available at U. T. System, do not respond until I have had an opportunity to review the request. At times, the System is processing multiple requests for the same or similar information and we will work to assure that requests are handled without duplication of effort. For the routine requests, copy me, Jana, and Francie on all responses.

Memorandum to Executive Officers – Compliance with RR 10801

September 22, 2014

Page 2

3. The Regents' Rule require that the requestor be provided with an estimate, within 5 business days of receipt of the request, of the date when the information is expected to be available. Allow sufficient time in the estimate for the review outlined below and track the estimate date to assure compliance. Any extension of an estimated delivery date should be shared with the Regent on a timely basis.
4. Let us know if any of the requested information must be retrieved from any of our institutions. In such cases, we are required to track the estimated response date provided by the institution and the number of pages produced in response to the request. There are also additional notice requirements involving the Board Chairman and other Board members for the Board Office to handle.
5. For requests that require contact to the institutions for additional information, I will designate the appropriate officer to contact the institution.
6. For those assigned to seek institutional information, please do not provide the responsive information until you have reviewed it carefully and can assure that it responds fully to the request and until you have provided a copy to me and the Board Office for review.
7. Please share this process with those on your staff who may receive requests directly from members of the Board.

Thank you.

FGC:bc

Attachment

cc: Ms. Francie Frederick
Ms. Jana Pankratz