

Internal University Records Request

This is NOT an Open Records Request under Texas Law. This form is only for department-to-department requests for information necessary to perform a valid business function. This completed form should be sent to the office you are requesting the information from. Once the form is received by the department, the information should be compiled and returned to the requestor listed below within seven (7) business days.

Date of request: _____

Name: _____

Department: _____

Title: _____

Reason for request: _____

Requesting Department Vice President Approval (print): _____

Requesting Department Vice President Approval (sign): _____

Name of Department to fulfill request: _____

If you have any questions or concerns, please contact Charli McCandless, Public Information Coordinator at charli.mccandless@tamucc.edu.