

# STEPHEN F. AUSTIN STATE UNIVERSITY



Office of the General Counsel

## Memo

**To:** Campus Departments and Offices

**From:** R. Yvette Clark, General Counsel

**Date:** 06/19/2001

**Re:** Mailing Lists and Labels

The following procedures for requesting mailing lists and labels for official use and for responding to outside requests for information have been developed. Please route requests accordingly.

USE	PROCEDURE
Official University business; Campus departments and offices	Process through the Computer Center using their "Computer Run Request"; Computer Center will IDT department
Student Organizations; Organization use only	Process through Office of Student Development, Dr. Dan Wallace
Outside entities and vendors (May include mailing address requests for employees, students, or former students from SIS system)	Process through General Counsel's Office; General Counsel will invoice requestors and payment will be credited to the Computer Center
Alumni Information (Requests for updated addresses maintained by SFA Alumni Association and SFA Foundation)	Process through the Alumni Association; Alumni will invoice

If your department or office receives a request for information from an entity outside of the University, please contact this office immediately, as we are required by law to respond to the request within ten days after receipt.

If you have any questions regarding this matter, our website contains a substantial amount of open records information at: <http://www.sfasu.edu/gencounsel/issues3.htm>, or you can contact this office at X4305.

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