



Office of the General Counsel

P.O. Box 13065, SFA Station • Nacogdoches, Texas 75962-3065
Phone (936) 468-4305 • Fax (936) 468-3875

Memo

To: Campus Departments and Offices
From: Damon Derrick, General Counsel
Date: 10/10/2013
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 ITS using the "Label/Printout/Email Request" form on SFA Business Forms; ITS will IDT department
Student Organizations; Organizational use only	Process through the Office of Student Engagement Programs
Outside entities and vendors (May include mailing address requests for employees, students, or former students)	Process through General Counsel's Office; General Counsel will invoice requestors and payment will be credited to the appropriate department
Alumni Information (Requests for updated addresses maintained by SFA Alumni Association and Alumni 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 the University is required by law to respond to the request within ten (10) days of receipt.

If you have any questions regarding requests for public information, the Office of the General Counsel website contains information you may find useful at www.sfasu.edu/gencounsel/108.asp. You may also contact the Office of the General Counsel at x4305.