

**1. Title**

Review of Information for Public Distribution

**2. Policy**

Sec. 1 Policy Statement. All print and electronic material, including news releases, presentations, invitations, and promotional and marketing materials, prepared for public distribution on behalf of The University of Texas System Administration, must be reviewed by the Office of the Chancellor in coordination with the Office of External Relations and the Office of the Board of Regents. Submissions of all applicable materials must be made to the Executive Director of the Office of the Chancellor at least three weeks in advance of distribution.

Sec. 2 Responsibility for Contracted Agencies. Any U. T. System Administration office working with a contracted individual, entity, or agency is responsible for all aspects of the outside contractor's work related to materials prepared on behalf of the U.T. System, including compliance with quality control, protocols, and policies, and consistency with the U. T. System mission.

**3. Definitions**

None

**4. Relevant Federal and State Statutes**

None

**5. Relevant System Policies, Procedures, and Forms**

[U. T. System Style Guidelines](#)

**6. System Administration Office(s) Responsible for Policy**

Office of the Board of Regents

**7. Dates Approved or Amended**

May 25, 2012