



September 11, 2017

MEMORANDUM

To: UT System Administration Employees

From: Daniel H. Sharporn, Vice Chancellor and General Counsel
Office of General Counsel

Kim Sullivan, Chief Human Resources Officer
Office of Human Resources

Subject: New Required Training for all Employees on the Texas Public Information Act

“I LOVE meetings.”

“Please! Send ME to the training session!”

Look, we know that training sessions aren’t what motivates you to come to do great work every day.

But as any physician will tell you, a little prevention goes a long way. For that reason, we’re here to offer – OK, require you to accept – a bit of preventive care. (Some preventive legal training, to be specific).

Here’s why. As UT System employees, all our records are covered by the Texas Public Information Act (“TPIA”). The TPIA is a state law, and it makes many of our documents and other materials available to the public. If we follow it, we stay on safe legal ground; if we don’t, we risk having money penalties levied against UT System Administration, or worse, criminal charges filed against our officials.

So what can you do to follow the law, stay out of jail, and still protect sensitive UT documents? We’re glad you asked because here’s the preventive care: complete a 10-minute UT System Texas Public Information Act (TPIA) Training module.

The module was developed by your friendly attorneys in the Office of General Counsel, and it will be placed on the Learning Zone on September 11, 2017. Unless you were hired by System after June 7, 2017, you must complete the training by **September 22, 2017**.

To access the training, please log into the Learning Zone through UT4U. For your convenience, a Job Aid is attached to give you additional instructions for completing the training.

If you have questions, please contact the Office of Human Resources at (512) 499-4587. Thanks very much for your help in keeping us safe and legal!

Attachment (1)