

MEMORANDUM

July 15, 2011

TO: Deans, Department Chairs and Directors

FROM: J. Terrance Roach  
Executive Assistant to the President and Chief Legal Counsel

SUBJECT: University Website for Maryland Public Information Act Requests  
<http://www.umd.edu/pia/index.cfm>.

As a state agency, the University of Maryland is subject to the Maryland Access to Public Records Act, State Government Article, § 10-601 to 10-630, of the Annotated Code of Maryland. This law, which is commonly referred to as the Maryland Public Information Act or “PIA,” gives the public the right to review and obtain copies of disclosable public records.

The University processes PIA requests in accordance with the campus Guidelines and Procedures Governing the Inspection of Public Records, found at <http://www.president.umd.edu/policies/docs/VI-500A.pdf>. The Office of Legal Affairs is responsible for administering the campus Guidelines and Procedures and for responding on behalf of the University to all PIA requests.

In spring 2011, the University Senate revised the Guidelines and Procedures to permit PIA requests to be made by email as well as surface mail. The University has developed a website to accommodate email requests and to explain the process for requesting and obtaining public documents. The website is found at <http://www.umd.edu/pia/index.cfm>.

Please refer requests for University records, documents, data and all other materials to this website. Questions regarding the administration of PIA requests may be made to [PublicInformationAct@umd.edu](mailto:PublicInformationAct@umd.edu).