

Street address, City, ST ZIP Code

Primary phone number | Other phone number

Email address

Note: This office does not require nor does time permit this office to do general research, so please be as specific as possible in your request.

In disseminating information, SMU must also comply with current laws that regulate the release of potentially sensitive and confidential information.

- 9 If the information cannot be produced within 10 business days the Public Information Officer will notify you in writing of the reasonable date and time when it will be available.
- 9 If SMU requests a ruling from the Office of the Attorney General,

requested. _____ and type of document

Report Number: _____ Date of Occurrence: _____

Signature

Date

For Administrative Use Only:

Records Officer Signature

Date Received

Date forwarded to: SMU Attorney _____ A.G. _____ Released/denied: _____