



## MEMORANDUM

DATE: November 12, 2009

TO: All TWIA Employees – Full Time, Part Time, Contract

FROM: James W. Oliver  
General Manager

RE: Public Information Coordinator

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Regarding requests for documents under the Open Records Act, the Texas Attorney General's office has determined that TWIA is subject to the Open Records Act. As such, we must have a Public Information Coordinator and all requests for documents through open records be sent to this person.

I have appointed Lee Talbert as the Public Information Coordinator on a temporary basis. Until we have a permanent person in this position please send Lee any requests for documents under the Open Records Act. There are significant penalties if we fail to meet the time guidelines in the Open Record Act so any requests should be sent to Lee the same day they are received. If Lee is not in the office please send them to me. If Lee and I are both out of the office, send the request to Susan Renshaw.

If anyone has a question please contact Lee Talbert.

cc: S. Banowsky  
M. Perkins  
S. Renshaw  
L. Talbert  
M. Wilson

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