



# TRANSMITTAL LETTER

The University of North Carolina  
*General Administration*

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Transmittal Number 105  
February 11, 2016

THIS LETTER TRANSMITS CHANGES TO THE  
*UNC POLICY MANUAL\**

[200.9](#) Requests for Information or Data from the General Assembly

Approved by the Board of Governors at its meeting on January 26, 2016

\*The policy is attached herein.

### **Requests for Information or Data from the General Assembly**

I. **Applicability and Purpose.** The Board of Governors, its committees, or its individual members may receive requests for information or data related to University of North Carolina and Board of Governors matters from the North Carolina General Assembly, its committees, or its individual members, as authorized by N.C.G.S. § 120-19. General Assembly requests for information or data may be formal or informal, written or oral. The Board of Governors expects to respond to any such request as soon as reasonably practicable under the circumstances, consistent with the requirements of applicable law. To assure accuracy of information and compliance with applicable law, this policy sets expectations for the manner in which board members and General Administration staff will process and respond to such requests from the North Carolina General Assembly on behalf of the board and the president.

II. **Receipt and Confirmation of Request.** Any Board of Governors member or General Administration staff member who receives a request for information or data from a member of the General Assembly or legislative staff, whether formal or informal in nature, shall promptly deliver or otherwise communicate the request to the chair of the board and the president, or his or her designee(s), for written confirmation of the request and handling.

III. **Authority to Respond to Requests for Information or Data.** The chair of the Board of Governors or his or her designee will respond on behalf of the board to any request for information or data related to Board of Governors or University matters directed to the board or any of its individual members from a member of the General Assembly or legislative staff. The president or his or her designee will respond on behalf of the University to any request for information or data directed to the University or North Carolina.

#### **IV. Other Matters**

A. **Effective Date.** The requirements of this policy shall be effective on the date of adoption by the Board of Governors.

B. **Relation to State and Federal Laws.** The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern the activities of the University of North Carolina and its public officials and employees.

C. **Regulations and Guidelines.** This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.