



## Records Request

To request a copy of all or part of your records from The Student Access & Resource Center (SAR Center) under “The Freedom of Information Open Records Act” you may send your written request to the University’s “Custodian of Records”.

### Open Records Request

#### **By Mail To:**

Mr. Shelby L. Boseman

- University Attorney
- Public Information
- The University of Texas at Arlington
- P.O. Box 19110
- Arlington, Texas 76019-0136

#### **By Electronic Mail:**

[publicrecords@uta.edu](mailto:publicrecords@uta.edu)

#### **By Fax:**

- (817) 272-0839

#### **By Hand Delivery:**

- 701 S. Nedderman Dr. Suite 246 Arlington, Texas 76019-0136

Per UT System policy, the University cannot accept verbal requests for open records.

Please include the following information in your request: your name, student ID number, (if not a current student, a Social Security number), date of birth, contact information and specific request (i.e., which records, and a period of time covered).

Specifically, state whether you want:

- Entire SAR Center file including electronic case notes
- Part of the file (i.e., assessments, accommodations letters, correspondence)



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

**STUDENT ACCESS &  
RESOURCE CENTER**  
DIVISION OF STUDENT AFFAIRS

For a list of fees associated with this request or if you have any questions regarding this policy, please see The University of Texas at Arlington's Open Records Information website <https://www.uta.edu/policy/open-records> or please contact Tiffany Gonzalez at [tiffany@uta.edu](mailto:tiffany@uta.edu) or by phone at (817) 272-9075 or Karen Phillips at [kphillip@uta.edu](mailto:kphillip@uta.edu) or by phone at (817) 272-5571.

You may also contact the Student Access & Resource Center at (817) 272-3364 or [SAR Center@uta.edu](mailto:SAR.Center@uta.edu) for further instructions.

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