

Hsieh, Patricia

From: Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Hsieh, Patricia [PHsieh@TAMU.EDU]
Sent: Tuesday, July 01, 2008 8:30 AM
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] Open Records training on TrainTraq
Attachments: Open Records training.gif

Dear A&M System Training Coordinators,

Just wanted to let you know that a new online course will be added to the Alphabetical Master Course List in TrainTraq late this afternoon (Tuesday, July 1). This course is required by state law (Texas Government Code section 552.012) and System Regulation 61.01.02 for public information officers and their backups at each System member. The requirement affects only about 40 people in the entire A&M System.

The course content actually resides on the Texas Office of the Attorney General's website, but we've created a course in TrainTraq that links to the OAG's content and prompts users to acknowledge that they've taken the training. This will allow the Office of General Counsel to keep track of who has completed the training and to make assignments to new employees who assume the public information officer role. I've attached a copy of the main page of the TrainTraq course for your reference.

No action on your part is required. The individuals currently in these roles have already completed the training and will be given credit in TrainTraq for doing so. In the future, whenever an employee needs to take this training, the Office of General Counsel will take care of making the assignment and tracking completion of the training.

Please let me know if you have questions or concerns.

Thanks,

Pat

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Open Records Training

Open records training is required by Texas Government Code section 552.012 and System Regulation 61.01.02 for employees who serve as designated public information officers/coordinators for A&M System members. The Texas Attorney General has developed a training video that you may view to meet this requirement. To view the video, click the [Access Training](#) link below.

[Access Training](#)

Note: You can also access the video via the "Public Information Act training video" link on the [Open Government Training Information](#) page on the Texas Attorney General web site.

If you have already viewed the video, please click the button below to acknowledge that you have completed this training.

I have completed the Open Records training provided on the Texas Attorney General website.

Acknowledge Training

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