



Office of Legal Affairs

Instructions for Submitting Documents to the Office of Legal Affairs

When the Office of Legal Affairs (OLA) requests an employee file from another department, the request is intended to cover the entire file in the department's possession unless limited production is specifically requested. The full file should include notes taken during meetings with the employee as well as notes taken during meetings about the employee, internal emails among UTA staff concerning the employee, correspondence between UTA staff and the employee, contracts/evaluations/assessments related to the employee's employment, letters sent to, from, or about the employee, and other related materials. If you have any questions regarding what should be included, please contact the individual who initiated the document request.

Documents

- As a best practice, when receiving documents from the employee or departments (not e-mails), please **file stamp the received date** somewhere on the document, whether electronic or physical. Electronic document names change, so placing the date received in the file name risks that important date being lost as files are transferred.
- Please submit final documents only (no drafts or duplicate copies).

Emails

- EMail should be in their native format. You can save emails by dragging them from Outlook into the OneDrive folder.
- Please submit final emails only (no drafts).

Please complete the Request for Documents Form and upload it with the requested documents. Once you have finished uploading your documents to the OneDrive folder, please send an email to jennifer.kimball@uta.edu letting OLA know that your document request is complete.

Following the date of request, please blind copy jennifer.kimball@uta.edu on all future communications with the employee or communications with other UTA staff about the employee so our records are kept up to date and forward a copy of any non-email documentation exchanged between your office and the employee to the same e-mail address.