



Marketing & Public Information Compliance Calendar

Revised date: 2016

Compliance partner: Julie Gaynor

Due Date	Duty	Previous Reporting Period	Previous Report Date	Next Report Due
January				
First business day	Submit Open Records Report to the Texas OAG (via OAG website)	December	December	February
2020-2021	<p>First Filing Deadline for Federal Trademark Registration: Declaration of Use (or Excusable Nonuse) between the fifth and sixth years after the registration date.</p> <p>Compliance Partner: General Counsel</p> <p>Registration dates for various MSU marks were received between February 2015 and July 2015</p>			
2024-2025	<p>Second Filing Deadline for Federal Trademark Registration: Declaration of Use (or Excusable Nonuse) and an Application of Renewal between the ninth and tenth years after the registration date</p> <p>Compliance Partner: General Counsel</p> <p>Registration dates for various MSU marks were received between February 2015 and July 2015</p>			
February				
First business day	Submit Open Records Report to the Texas OAG	January	January	March
March				
First business day	Submit Open Records Report to the Texas OAG	February	February	April
April				
First business day	Submit Open Records Report to the Texas OAG	March	March	May
May				

Due Date	Duty	Previous Reporting Period	Previous Report Date	Next Report Due
First business day	Submit Open Records Report to the Texas OAG	April	April	June
	Acquire renewal documents for licensing agreement (2017)			
June				
First business day	Submit Open Records Report to the Texas OAG	May	May	July
	Submit renewal for licensing agreement with Learfield (expires June 30, 2017)			
July				
First business day	Submit Open Records Report to the Texas OAG	June	June	August
	Update Assessment Plan for FY16	FY15	July/Aug 2015	July/Aug 2016
August				
First business day	Submit Open Records Report to the Texas OAG	July	July	September
	Distribute trademark/licensing/branding information to the campus community prior to the school year. Include links to MSU Branding Standards and approved vendors list at Learfield Licensing Partners. This email serves as a reminder of the university's guidelines.			
September				
First business day	Submit Open Records Report to the Texas OAG	August	August	October
October				
First business day	Submit Open Records Report to the Texas OAG	September	September	November
November				
First business day	Submit Open Records Report to the Texas OAG	October	October	December
	Assessment Plan Deadline	FY15	Nov 2015	Nov 2017
	Attend Open Government Conference hosted by Texas OAG			
December				
First business day	Submit Open Records Report to the Texas OAG	November	November	January