

Procedure 6.1801

Dissemination of Public Records and Information Procedure

The general public may request access to or copies of Beaufort County Community College public records through the Beaufort County Community College Public Relations Office. All requests will be acted upon in a timely manner. Public information requests that require fact gathering by one or more Beaufort County Community College offices or departments may result in a longer response time.

The process for obtaining public information as defined by Public Records Policy is as follows:

1. The information request may be submitted to the Beaufort County Community College Public Relations Office either by telephone, e-mail or written communication. The BCCC Public Relations Office reserves the right to ask for a written request for clarification purposes. The written request can be by e-mail, fax or letter correspondence.
2. Information requested may be provided as an e-mail communication, on mass storage devices, as hard copies, or video material where applicable and as agreed upon with the requestor. Hard copies, mass storage devices and video material will be furnished upon payment of processing fees.
3. If documents requested are extensive, the requestor may view them in person at the College during its normal working hours and under College supervision.
4. If a person has access to the Internet, and the requested information is readily available on the BCCC web site, he or she may be directed to the appropriate url address to electronically access the information.
5. If the requested information requires the College to perform some action outside the normal scope of work (e.g. surveys of students, faculty, staff, etc.), the College reserves the right to deny the request.
6. The BCCC Public Relations office will maintain a record of requests for information and forward requests to the appropriate department/division on campus.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Procedure

Cross References:

- [Request for Public Records Policy](#)
- [Student Records and Privacy Rights Procedure](#)
- [Student Records and Privacy Rights Policy](#)
- [Rights to Privacy Policy](#)
- [Email Retention Policy](#)
- [HR Selection Committee Procedure](#)
- [Scholarship Committee Confidentiality Procedure](#)
- [Emergency Grant Committee Confidentiality Procedure](#)
- [Confidentiality Procedure](#)
- [Confidentiality Policy](#)
- [Personnel Files Policy](#)

History

Senior Staff Review/Approval Dates: 2/5/2013

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*