

2.26.1 Release of Public Information

Policy Tracking	Date
Approved	October 6, 2010
Revised	September 4, 2019
Reviewed	

- I. All information concerning Blue Ridge Community College to be released to the news media or the general public should be cleared through the Office of the President or a designee prior to release of the information.

- II. The President or a designee is responsible for the preparation and release of news articles to the news media. College personnel desiring the release of information concerning college-related activities or who desire to have feature stories written should submit a request to the Public Relations Officer.

- III. For information related to personnel files, please see [Procedure 2.9.1](#), Personnel Files.

- IV. All public records requests must be made in writing and specifically list the public records to be inspected. Requests should be specific as to exactly what documents are being requested.

- V. For information regarding the release of student records or student “directory information,” refer to Procedure [4.23.1 Confidentiality of Student Records](#).