

Treasure Valley Community College

Code: **KBA**
Adopted: 10/20/98
Readopted: 10/14/09; 2/15/11
Orig. Code(s): 404-1

Public Information

News Release

The current mailing list includes newspapers, radio, and television stations from Boise to Burns. To insure that material can meet the deadlines of weekly newspaper and the electronic media, information must be promptly submitted to the Director of Public Information.

Posters and Direct Mailings

Any department or individual needing such material and having administrative approval must contact the Director of Public Information before material is printed and distributed. Individuals may prepare such material or departments or the necessary information may be supplied and the Director of Public Information will prepare the material.

Brochures

Brochures will be completed throughout the year.

Excluded Areas

This policy does not apply to in-house material, or personal correspondence mailed to individuals or groups or printing for athletic programs.

Public Information Requests

1. Pursuant to ORS 192.420, TVCC will comply with public records request by having the requestor complete a form through the President's office.

2. Pursuant to ORS 192.420, TVCC will comply with public records requests by having the requestor complete a form through the President's office. Requests for employee information (including a salary schedule) will be forwarded to the Human Resources office. Requests for student information will be forwarded to the Registrar's office. All other requests will be handled by the President's office.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S PUBLIC RECORD AND MEETINGS MANUAL.