



# ADMINISTRATIVE

## POLICY

**TITLE: PUBLIC INFORMATION**

**POLICY NO: 4-15**

**EFFECTIVE DATE: 07/10/1989**

**VCCS POLICY NO: [7.0](#)**

**REVISED DATE: 05/25/2023**

I. Purpose:

To provide guidance for complying with requests for information by the general public in a uniform and consistent manner.

II. Definitions:

Work days: any day of the week that the college is opened for business, except for holidays and other official closings.

III. Policy:

To assure uniform, timely, and accurate dissemination of college information to the general public and news media, including verbal, written, and electronic information. Matters requiring an official college response should be referred to the Communications Office.

If an official college statement is deemed necessary, it shall be coordinated through the Communications Office and approved by the president. An official college statement may also be appropriate when a distinguished guest visits the college.

In a situation deemed to be extraordinary or crisis oriented, the Communications Office shall act as the source of all college statements or information unless otherwise determined by the president.

J. Sargeant Reynolds Community College (Reynolds) shall comply with all existing federal statutes pertaining to the freedom and dissemination of information as well as the Virginia Freedom of Information Act (FOIA), [Title 2.2, Chapter 37](#).

IV. Procedures for [Public Information, 4-15](#)

V. Other Information:

With respect to student education records, the policy governing review and release is covered by the Family Education Rights and Privacy Act of 1974, as well as [Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information.

References

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[Code of Virginia, Freedom of Information Act \(FOIA\) §2.2-3705.1](#), Exclusions to application of chapter

[Virginia Freedom of Information Act \(FOIA\), Title 2.2, Chapter 37](#)

[Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information