



Public Release of Information Policy

Policy

Brunswick Community College (BCC) complies with the state public disclosure laws (North Carolina General Statutes, Chapter 115D-78 and Chapter 132) and other pertinent Federal regulations governing access to public records. The College also protects the rights of others, for example, the right to privacy for student education records and employee personnel files while also minimizing disruption to the operation of college programs and services.

Procedures

1. Requests for College records will be complied with as promptly as possible. Only those records not protected by laws pertaining to student privacy or confidentiality of employee records will be released. Records deemed to be appropriate for release may otherwise contain personal or other private information which would require notification of any affected individual(s). BCC reserves the right to adjust response time based on obtaining permissions for release and/or consulting counsel for any needed interpretation of North Carolina General Statutes, Chapter 115D-78 and Chapter 132 or other pertinent Federal regulations.
2. Requests for College records will be made in writing and may be referred to the Public Information Officer.
3. The written request will include:
 - requestor's name, full mailing address, email address and telephone number
 - a detailed description of the requested record(s)
 - requestor's preferred method of receipt (review records at the college, have copies mailed or emailed, or receive documents via disk or external drive)

If copying the records involves four or more pages, or if the copy is to be supplied on a disk or external drive, the requestor shall pay the actual cost, including staff time, of making the copies. Payment shall be made at the time the copies are delivered.

Denial of requests will be made in instances when no responsive documents exist that match the request or when the documents requested are exempt from disclosure.