

**Williamsburg Technical College  
PROCEDURE**

**SECTION F – DEVELOPMENT AND PUBLIC RELATIONS**

|                            |  |                      |                  |
|----------------------------|--|----------------------|------------------|
| Title                      | <b>RECOGNITION OF AND COMPLIANCE WITH<br/>THE FREEDOM OF INFORMATION ACT</b> | Number               | <b>F-1.1</b>     |
| Division of Responsibility | <b>President – Development and Public Relations</b>                          | Approval Date        | <b>1/21/2021</b> |
|                            |  | Page                 | <b>1 of 1</b>    |
| Approval                   |  | Supersedes Procedure |                  |
| Vice President             | _____  | No.                  | <b>F-1.1</b>     |
|                            |  | Date                 | <b>2/3/14</b>    |
| President                  | _____  |                      |                  |

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

In accordance with the specifications of the Freedom of Information Act (FOIA) of 1996, as amended:

- I. Freedom of Information Act requirements as related to Area Commission meetings:
  - A. The Director of Development and Public Relations shall notify all news media of the time and place of all meetings of the Area Commission.
  - B. An agenda for the Area Commission meeting will be posted in close proximity to the meeting location (normally the lobby bulletin board at the College) at least 24 hours in advance of the meeting. If an Area Commission meeting is held off campus, a copy of the agenda for the meeting will be forwarded to the meeting site for posting in a prominent location.
  - C. Copies of the agenda shall be distributed to the news media present at the meetings.
  - D. In the event that the various news agencies do not send representatives to public meetings of the College, it shall be the responsibility of the Director of Development and Public Relations to issue a news release covering the meetings if, in the opinion of the College, the meeting produced newsworthy material. Distribution of this release shall be done as expeditiously as possible.
  - E. Williamsburg Technical College will make available public records for inspection by any person in accordance with reasonable rules concerning time and place of access as defined in §30-4-30 of the South Carolina Freedom of Information Act.
  - F. Every meeting of the Area Commission shall be open to the public unless closed for reasons outlined in §30-4-70 of the South Carolina Freedom of Information Act which would include, for example, discussions of personal and private personnel matters, contract negotiations, receipt of legal advice, or matters requiring special security.

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II. Freedom of Information Act requests (general):

- A. Freedom of Information Act requests related to personnel or students should be referred to the Human Resources Director for action or guidance.
- B. If information regarding requirements of the specific Freedom of Information request is not known, the Human Resources Director will seek council from the System Office.