

SRTC Procedure: Open Records Request

Southern Regional Technical College will follow the procedures set forth in the SBTCSSG Policy Manual for the inspection and release of public records. In addition to the policies and procedures outlined in the SBTCSSG Open Records Requests Procedure, the following procedures apply:

1. Requests for public records generated, maintained, or stored by Southern Regional Technical College should be submitted in writing.
2. All requests for public records must be submitted to the Vice President for Administrative Services.

Responsibility

The Vice President for Administrative Services has the overall responsibility for ensuring this procedure is implemented.

Reference:

[TCSG Procedure 3.3.14p: Open Records Act](#)

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