

TITLE	RETENTION OF PUBLIC INFORMATION FILES	NUMBER
		7.06
AUTHORITY	CENTRAL CAROLINA TECHNICAL COLLEGE	DATE
		12/02/2020
OFFICE OF RESPONSIBILITY	INSTITUTIONAL ADVANCEMENT & EXTERNAL RELATIONS	SIGNATURE
		<i>Jerry J. Booth</i>

I. POLICY

It is the policy of the Office of Public Relations to keep and maintain those files peculiar to its function. These shall include all news releases, news stories, advertising copy, public service announcements, scripts, certain electronic presentations, and other items and articles generated by the Office of Public Relations. The Office of Public Relations shall also keep and maintain a photographic file including negatives, prints and slides, as well as digital photography taken for the general use of the College. The aforementioned files shall be kept for at least two years, after which they may be destroyed, may be retained for a longer period, or transferred to the College archives. Where legal obligations require additional time, the responsible department should notify the Office of Public Relations.

The Office of Public Relations shall not be responsible for keeping in its files electronic presentations made for and used by individual curriculum divisions for instructional purposes unless specifically directed to do so.