



*Wharton County
Junior College*

ADMINISTRATIVE PROCEDURE MANUAL

WCJC Title: **Requests for Information**

Section G: Community and
Governmental Relations

Page(s): 1

BASED ON BOARD OF TRUSTEES POLICY

Policy Title: **Public Information Program**

Policy: **GCB**

Subtitle: **Requests for Information**

Date Adopted: 8/01/20

Purpose

The purpose of this Administrative Procedure is to ensure that all requests for Public Information received by Wharton County Junior College are handled efficiently and in accordance with the procedures set forth in statute and board policy.

Procedure

All requests for Public Information received by any employee of Wharton County Junior College must immediately be forwarded to the Office of the President. The President will then either assign the request to the appropriate administrative level for completion or request an Attorney General Opinion regarding the request.

Timelines will be followed according to GCB (LEGAL) policy. Any charges for personnel time or production of information will be followed in accordance with the law and in agreement with the scale contained within GCB (LOCAL).

Date Prepared: 7/5/22 (BAM)

Revised date: