



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### PROCEDURE 600.1 FREEDOM OF INFORMATION

**Department Responsibility:** Human Resources

**Last Review:** October 2020

**Related Policy:** 600

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*Nichard J. Long*  
PRESIDENT SIGNATURE

October 3, 2012

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DATE APPROVED

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#### PURPOSE:

The purpose of this procedure is to ensure that the college conducts business in an open and public manner, following the Freedom of Information Act and South Carolina Code of Laws.

#### PROCEDURE:

1. If there is a request for documents by an individual, corporation, partnership, firm, organization, or association, the college has 15 working days after the request arrives to deny or grant it. If the college fails to respond within 15 days, the request must be considered approved.
2. The following items are officially declared public information:
  - a. An individual's name, title, race, and gender
  - b. Government manual and other materials that affect any member of the public
  - c. Opinions made in the adjudication of cases.
  - d. Policies
  - e. Planning documents
  - f. Receipt or expenditure documents of public or other funds by public bodies
  - g. Meeting minutes, except for actions in meetings that fall under other sections of the Freedom of Information Act
  - h. Police incident reports
3. Closed meetings (executive session) may be held for the following reasons:
  - a. Personnel matters
  - b. Contract negotiations
  - c. Security subjects



**d. Investigations**

4. Discussion of business at chance meetings of public officials at a social gathering, on the telephone or otherwise is prohibited.
5. All public bodies will give written public notice of their regular meetings at the beginning of each calendar year. The notice shall include the dates, times, and places of such meetings.
6. Agendas are to be posted within 24 hours before a meeting near the meeting place. This applies to emergency or rescheduled meetings as well.
7. Public bodies are required to notify local news media and must notify persons or organizations known to have an interest in the upcoming meeting.
8. Minutes of all meeting must be documented.