

**PROTOCOL FOR RELEASE OF INFORMATION PROTOCOL FOR  
RELEASE OF INFORMATION AR 8010**

All members of the Marketing and Communication Office Department are authorized to respond directly to requests when they involve confirmation of routine information, such as dates and times of meetings or events, names and titles of college officials, and descriptions of actions taken in public session by the Governing Board.

All requests for non-routine information, such as analysis of policy or discussion of the significance of Board action, are referred to the Director of Public Information Marketing and Communication. The Director is responsible to provide the appropriate information, either by release of information authorized by the Superintendent/President, or by referral to another manager or administrator.