

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

1090 ACCESSING PUBLIC INFORMATION POLICY

It is the policy of Northland Community and Technical College to respond to requests for public information in a reasonable, timely and efficient manner and to comply with federal and state laws that may be applicable to such requests.

All requests for public information must be in writing and contain a specific description of what information is being requested.

All such requests for public information shall be handled by the College in accordance with Procedure 1090P.

All charges for providing public information shall be made in accordance with 1090P.

Date of Adoption: SGC 11/9/06

Date of Implementation: 11/9/06

Date & Subject of Revisions: