



**AMERICAN SAMOA COMMUNITY COLLEGE**

**Office of Institutional Effectiveness**

**“Public Information Release Form”**

The respective Dean, Director, or Officer of the department submitting the Public Information Release (PIR) must first approve all PIR submissions. For any document requiring a payment, a Purchase Request form must be processed following Business Office procedures. (Solicitation letters and personal invitations to College events are not included in this process.)

The division Dean, Director or Officer from which the public information document originates is responsible for:

- 1) Informing staff of the policies and guidelines for public information dissemination. *(President’s 6 Oct 02 memo)*
- 2) Ensuring the factual correctness of the information.
- 3) Assigning an individual in his or her division to check the correctness of spelling, punctuation, grammar and appropriateness of language usage.
- 4) Taking steps to ensure the correctness and appropriateness of Samoan language translations.
- 5) Allowing at least two weeks for review of documents of substantial length. These include the College Catalog, Student Handbooks or policy manuals.
- 6) Informing internal stakeholders and the President of interviews with KVZK before they take place.

Briefly describe the release: \_\_\_\_\_

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***Signature Protocol:***

Author/Originator(s) \_\_\_\_\_ date \_\_\_\_\_

Dean, Director, Officer \_\_\_\_\_ date \_\_\_\_\_

Director of SSI \_\_\_\_\_ date \_\_\_\_\_  
(When Applicable)

Director of IE \_\_\_\_\_ date \_\_\_\_\_

VP of AA or AF \_\_\_\_\_ date \_\_\_\_\_

President \_\_\_\_\_ date \_\_\_\_\_