



AMERICAN SAMOA COMMUNITY COLLEGE

Office of Institutional Effectiveness

"Public Information Release Form"

All ASCC public information releases must first be approved by your Dean or Director. For any document requiring a payment, a Purchase Request form must be processed using Business Office procedures. (Solicitation letters and personal invitations to College events are not included in this process.)

The Division Dean/Director 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: To advertise "Library Clerk I" position
via free media.

Signature Protocol:

Author/Originator(s) [Signature] date 01/10/2020

Dean or Director [Signature] date 01/10/20

Director of SSI N/A date _____
(When Applicable)

Director of IE [Signature] date 1.10.20

VP of AA or AS [Signature] date 1/10/20

President [Signature] date 1/10/2020

AMERICAN SAMOA COMMUNITY COLLEGE

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IE: PIRF 001- Revised October 14, 2014

Website Change Request Form

Date: 1/10/2020

Reason for Change: To advertise Library Clerk I

Proposed Changes: on ASCC Website.

Webpages Changed:

Brief Description of Content Types to be included with Change:

Text _____

Image _____

PDF _____

Other (Specify): _____

*Please attach all content for Website Changes. Email support@amsamoa.edu with a copy of the processed form and all additional content as indicated above.

Signature Protocol:

Author/Originator

Officer, Dean, or Director

Director of SSI (When Applicable)

Director, Institutional Effectiveness

Chief Information Officer

Vice President, of AA or AS

ASCC President

Date

Date

Date

Date

Date

Date

Date