

**Policy Number: 2015**  
**Effective Date: 01/29/02**

## **Publication Accuracy**

**POLICY STATEMENT:** The College will maintain accuracy in all of its publications.

**RATIONALE/PROCEDURE:** The Public Relations Officer will monitor the production of all publications by the college to assure their accuracy.

In cases where publications are the direct responsibility of the Public Relations Officer, he shall be solely responsible for their accuracy.

In cases where he publishes materials, announcements, advertisements, etc. using information provided by other departments of the College, appropriate measures will be taken to assure the accuracy of such information before materials are published.

**RESPONSIBILITY:** The Public Relations Officer of the College will be responsible for the accuracy of publications.

*Reviewed: 093010; 051515*