



## College of The Albemarle Policy

**Policy Number: 2.3.10**

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**Title: Public Relations**

**Related Policy and Procedures: 2.3.10.1 Media Relations**

**Division of Responsibility: Communications and Marketing**

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The director of communications and marketing shall establish procedures for all information and news events that are to be presented to the news media and general public and shall be responsible for the preparation and dissemination of such materials.

The director of communications and marketing shall further establish procedures for all media-related inquiries and/or requests for interviews and shall be responsible for such.

June 13, 2023

June 13, 2023

N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**