

**PUBLIC INFORMATION POLICY**

**SECTION (12)**

**Public Information Policy .....12.1**

**Purpose and Procedure:**

- (1) **Public Availability of Records.** The business of the agency will be enacted publicly and available to the public as soon as possible after its enactment. Communications, personnel information, and internal memoranda concerning operations are considered confidential. AACS is a private, non-profit agency operating federal/state government contracts. Thus, it is bound by its many public access/"sunshine law" regulations. Information concerning the use of public funds, including staff salaries/wages, will be made available to any bona fide member of the press upon request. Any private citizen wishing information, such as described above, must address his/her written Freedom of Information Act request to the Executive Director stating the reason for such data.
- (2) **News Releases.** The agency will see that newsworthy (non-confidential) information is presented to the attention of the press. All news releases will meet the Executive Director's approval and shall be structured in such a way to create credibility. If a mass media entity fails to respect the release date of an article, this will be considered a violation of the agency's confidence. This may constitute a basis to cease voluntarily providing news releases to the offending entity.
- (3) **Agency Spokesperson.** The Executive Director is the designated official who shall speak authoritatively for the agency. No other staff person is authorized unless specifically delegated to do so by the Executive Director. Employees approached by the news media should inform the Executive Director and refer news media inquiries to him/her.