



NC OSC Policy 400.1

General Administration/Legislative, Legal, and Media Contacts/Public Records Requests

Policy Area: Communications	Effective Date: 9-1-09
Policy Sub Area: N/A	Last Revision Date: 4/11/16
Authority: G.S. 126 & 132	Policy Owner/Division: Communications

Policy

Legislative Contacts

Only OSC personnel designated by the State Controller are authorized to attend or testify at legislative committee meetings or provide information to legislative staff. Employees should notify the Chief Deputy State Controller if they believe they should be included on the list of authorized personnel to attend and participate in legislative activities.

Requests from legislators or legislative support staff for OSC staff to attend formal or informal meetings at the General Assembly should be directed to the State Controller or the Chief Deputy State Controller. The designated attendee must provide the deputy with a brief description of the meeting and proposed remarks in writing.

In the case of queries for information from legislative support staff, the State Controller or the Chief Deputy State Controller must be informed of the call and the response.

Legal Contacts

All requests for legal assistance from the Office of the Attorney General shall be in writing after first discussing the issue(s) to be presented to the Attorney General's staff with the Division Director and the State Controller or Chief Deputy State Controller.

Access to Public Records

It is the policy of the North Carolina Office of the State Controller to comply in full with the provisions of G.S. 126 and G.S. 132 guaranteeing citizens the right of access to public records. All publications, news releases, brochures, pamphlets, media packets, programs, reports, newsletters, conference materials, and audio/visual productions for the OSC, (i.e., slide shows and videotapes), or other public information shall be released to the news media or the general public. This policy includes dissemination of public information in any form including but not limited to electronic, paper, audiotape, videotape, and compact disc.

All OSC public information requests will be routed through the Director of Communications. After review, the Director will report requests to the State Controller and the Chief Deputy State Controller. Public records in OSC are available for inspection during normal business hours. A written request is required.

All information gathered in response to a public records request shall be forwarded to the Director for review prior to its release. The Director will consult with the State Controller or the Chief Deputy State Controller to assure the information is complete.

Media Contact

If you are contacted by a reporter, please inform the Director of Communications and Government Relations, Michael Euliss, at (919) 707-0753 or michael.euliss@osc.nc.gov

Procedures

None Noted.

Accounting Guidance

None noted.

Related Documents (Memos/Forms)

None noted.

Revision History

Date	Description