

South Carolina State University Requests for Information Protocol

Freedom of Information Act (FOIA)

The General Counsel is responsible for responding to all requests for information under the FOIA.

The response deadlines are mandated by statute.

All requests should be forwarded to the Office of General Counsel **immediately** - ogc@scsu.edu.

Student Directory Information

All requests are subject to the Family Educational Rights and Privacy Act of 1974 (FERPA).

Requests are often received by Registrar's Office or Office of Institutional Research.

Requests should be sent to the Office of General Counsel for review prior to response.

This protocol applies to all third parties, including affiliates of the University and those requesting information outside of their regular scope of employment with the University.

Contact Information

Office of General Counsel
ogc@scsu.edu

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