Chapter Three: General Institution

BP 3980
ACCESS TO MAILING LISTS, PHOTO FILES AND ARTWORK

The Marketing and Communications Department owns and maintains print and/or electronic files of collateral, media lists, news coverage/clippings, photographs and digital images, clip art, Cabrillo College logos, seals, and identity system, and other publications and records. These materials are the sole property of Cabrillo College, and they are released only for the purpose of accomplishing official Cabrillo College business.

Outdated collateral, news coverage/clippings, and other appropriate materials of historic significance are given to the Cabrillo College Library Archives for permanent maintenance.

Adopted: August 6, 1990
Revised: June 1995
Revised: May 6, 2013