




MEMORANDUM

TO: All University Employees

FROM: Jesh Humphrey
Vice Chancellor for Institutional Integrity and General Counsel 

SUBJECT: Publication Requirements for Annual Reports and Other “Public Documents”

As we approach the time of year when many of UNC Charlotte divisions, colleges, and departments will be producing annual reports, employees should be cognizant of disclosures required by law pursuant to the publication of “public documents.” As defined by statute, the term “public documents” includes “any annual, biennial, regular or special report or publication of which at least 200 copies are printed,” excepting “intra-agency communications” and “intra-agency correspondence.” The Attorney General has further interpreted “public documents” to only include documents published using State-appropriated funds.

Under this definition, **any annual reports, newsletters, marketing or recruitment materials, or magazines published using State funds and of which at least 200 physical copies are printed** are “public documents” subject to the following disclosure requirements:

1. Statement on Equal Educational Opportunity: A statement on equal educational opportunity should be included in all public documents. Recommended language is as follows:

The University of North Carolina at Charlotte is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, religion, sex, sexual orientation, actual or perceived gender identity, gender expression, age, national origin, physical or mental disability, political affiliation, veteran status, or genetic information.

If a university unit is already including an equal educational opportunity statement on its publications, that statement should be reviewed to ensure that the list of protected classes is consistent with current policy as provided in the recommended language.

2. Printing Cost Statement: State law that each public document published with State-appropriated funds, unless “published for the principal purpose of sale to the public,” show on the document near the identification of its issuer, the following statement:

[Number of copies] copies of this publication were printed at a cost of \$ _____, or \$ _____ per copy.

For the purposes of the disclosure, “cost” is defined to include printing costs in the form of labor, materials, and other identifiable design, typesetting and binding costs. The statute prohibits the mailing or distribution at public expense of any public document lacking this statement.



3. Recycling Disclosure: Whenever a public document is printed on recycled paper, the document must contain a printed statement or symbol indicating that fact. State law also requires that, to the extent economically practicable, any reports should be made from recycled paper, capable of being recycled, and printed on both sides of paper.

A description of these requirements can be found in [University Policy 605.5, Marketing Communications](#). Please distribute the memorandum as appropriate, and do not hesitate to contact the Office of Legal Affairs with any questions or concerns.

