



## Request for Public Information

I hereby request information under the Maryland Public Information Act. I am seeking the following information – please be as specific as possible:

- Please give a description of the types of documents/records being requested;
- Please list the topics or subject matters contained in the documents/records requested;
- Please include where possible names, dates, times, events, or places, etc.; and
- Please specify a timeframe for the search (how far back do you want the College to search?).

Also, if known, please include any file designation or particular departments you want to search for records. If you need additional space, please attach a second sheet.)

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Date of Request:

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Your Name:

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Your Organization:

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Your contact Information:

(Address, Phone Number, Email)

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Under State law, the College has 30 calendar days to gather the requested information and respond. Also, if the College intends to deny access to any of the requested documents, the College must notify you within 10 business days.

Certain search fees may apply –Copies of any documents are charged at a rate of twenty-five cents per page The first two hours needed to respond to requests will be provided at no cost. Additional time will be billed at \$25 per hour.

10/2023/LS-Comm

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