GARRETT COLLEGE
PUBLIC INFORMATION REQUEST FORM

Garrett College makes information available to the public concerning its policies and activities as an institution of higher education, providing that the items of information requested do not deal with confidential personnel matters and are otherwise in the public domain. The Office of the Dean of Administration and Finance is the point of contact for information requests; no other office is authorized to release information to the public.

Except for information that is posted electronically on the College's website or on the website of an organization to which the College belongs or reports, all requests will be filled with hard copies of the documents requested. The charge for copying is five (5) cents per page; some frequently requested documents are available for a lower set fee.

The requestor must submit this signed form in hard copy and is required to come to the Dean of Administration and Finance Office to receive the documents in person and sign a receipt. Except for electronically posted documents or frequently requested documents that are routinely made available to the public, which will be provided promptly, the College has thirty (30) days from the date when the request form is received to provide the information requested.

For questions and further information, please call the Administration and Finance Office at 301-387-3036.

The following items of information are requested from Garrett College, provided that they are in the public domain:

I understand and will comply with the conditions stated above for fulfillment of this request.

_____ _____

Date Name

For Office Use Only:

Date received_____ Date filled_____