

**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 Vice President of Administrative and Financial Services 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 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 or electronic copies of the documents requested. The charge for copying is five (5) cents per page; some frequently requested documents are available for a lower fee.

The requestor must submit this signed form electronically or in hard copy to the Vice President of Administrative and Financial Services. At the time of delivery, the college must receive a signed receipt or electronic confirmation. 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 Office of the Vice President of Administrative and Financial Services at 301-387-3036 or e-mail susan.stem@garrettcollege.edu.

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: _____

Printed Name: _____

Signature: _____

For Office Use Only:

Date received:

Received: