

Date: 2/19/21

Email: info@publiccontractors.com

Request:

Dear **Josh**,

We would like to submit a public record request to the **Quinsigamond Community College** for all current employee/staff contact information. The request is limited to readily available records in any electronic format. Alternatively, if the information is readily available on your website, please let us know where and we will obtain it from there.

The specific information being requested is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by \${Accounts Account Name})
7. Email Address
8. Office Address (Address, City, State, Zip)

If this request was sent to the incorrect contact person, please forward it to the appropriate person.

If you have any questions, please let me know.

Thank you.
Product Analyst Team