

**Date:** 7/20/22

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**Request:**

Under the Massachusetts Public Records Act § 66-10 et seq., I write to request access to and a copy of a listing of all Quinsigamond Community College employees first and last names, email address, title / position, and primary department. Please provide this information in an electronic format such as Excel or .csv format to this email address if possible. If your agency does not maintain these public records, please let me know who does and include proper custodian's name and address.

I agree to pay any reasonable copying and postage fees. Please provide a receipt with charges for documents.

The Massachusetts Public Records Act requires a response to this request within 10 days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.