

August 10, 2020

Elizabeth Austin, Interim Executive Director of Human Resources  
Quinsigamond Community College

Dear Ms. Austin,

Pursuant to the state open records law, Mass. Gen. Laws Ch. 4, sec. 7, cl. 26; Ch. 66, secs. 10 to 18, I write to request access to and a copy of a listing of all Quinsigamond Community College's employees' first and last names, e-mail addresses, title/position, and primary campus/department location. 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 the proper custodian's name and address.

I agree to pay any reasonable copying and postage fees. Please provide a receipt indicating the charges for each document.

As provided by the open records law, I will expect your response within ten (10) business days. See Mass. Gen. Laws Ch. 66, Sec. 10(b).

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Thank you for your assistance.

Sincerely,

Janie Jordan  
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