V: 508.854.7513 • F: 508.854.4357

April 6, 2018

Kevin Schiller President of CourseCard, Inc 1S719 Winfield Rd. Wheaton, IL 60189

RE: Public Records Request

Dear Mr. Schiller:

Thank you for your recent Public Records Request. The Massachusetts Public Records Law (M.G.L. Chapter 66 & Chapter 4, Section 7(26)) provides that every person has a right to access public information. This right of access includes the right to inspect or be furnished a copy of any public record within ten (10) <u>business</u> days following the receipt of a request. A state agency is only required to provide records that are in existence and is not required to create a new record based on information in its custody to accommodate a specific request.

Your request, dated March 23, 2018, for "... the following information concerning faculty currently employed by your institution: First name, Last name, Work email address, College department/unit, Title, Institution mailing address" has been fulfilled.

The College does not consent to or endorse the cooperative educational commercial services offered by your company and therefore cannot provide information responsive to this request.

Sincerely,

Josh Martin

Director of Institutional Communications