

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

FOIA REQUEST FORM

This form is to be used only to request information from the College that the College possesses and that is not publicly available in our publications or online. Before submitting, please review Allegany College of Maryland's Public Information Act Policy online at <https://www.allegany.edu/legal-information/index.html> for detailed information. If the information you desire is not available online or via our publications, complete and submit this form to Dr. Renee Conner, Dean of Student & Legal Affairs via postal mail at 12401 Willowbrook Rd. SE Cumberland Md. 21502.

Applicant's Name: _____ **Date:** ____/____/____

Contact Information:

Email or Mailing address / phone number: _____

Billing address (if different) for associated costs: _____

Identify or describe the record(s), data, information, document(s), report(s) you are requesting. Please be specific, as it will help us respond to your request more efficiently.

Applicant's Certification:

By submitting this request, I certify that I have determined the information sought is not available via publications, online, or other sources readily available to the public. I certify that the information requested shall not be used for commercial purposes. I understand that the information I request may not be subject to release and that the College is not required to create a record, data, information, document, report, etc. in order to satisfy a request. I understand that the College has 10 days to respond to my request and 30 days to comply with information that can be provided. Information will be provided (or made available) by the most efficient means.

Applicant's signature: _____ Date: ____/____/____

OFFICE USE ONLY:

DATE RECEIVED by FOIA officer: ____/____/____ Initials: _____

Verification: This information is not readily available to the public via existing publication, web, etc.

Verification: ACM possesses this information.

Information CAN be provided (ie., no valid exceptions apply per FOIA Policy Provision II).

- Custodian (official/department): _____
- ____/____/____ Request forwarded to custodian.
- ____/____/____ Custodian's compliance deadline

Information CANNOT be provided pursuant to the following valid exception(s):

» FOIA Officer to *specify* what information cannot be provided to the Requestor and why within 10 days.

The approved information has been provided by the Custodian.

- ____/____/____ Request Satisfied & information provided or made available.

- \$ _____ Cost to be paid by the Requestor (within 30 days):

Exceptions: Applicant has requested indigence or public interest waiver with affidavit.

() Duplication (per page) _____	() Research (time in excess of hours ²) _____
() Assembly (time, materials) _____	() Postage (USPS rates for ACM) _____
() Consultation (time, fee) _____	() Other (Specify) _____

A copy of this Form may be provided to Requestor upon request.

*Custodian: Be sure to keep a copy of this form for your records and to send a copy of this form to the FOIA Officer.

Dr. B. Renee Conner, FOIA Officer (or designee)