

**HOWARD COUNTY JUNIOR COLLEGE DISTRICT  
REQUEST FOR COLLEGE DOCUMENT**

Name of Person Making Request: \_\_\_\_\_

Date and Time of Request: \_\_\_\_\_

Document(s) Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Inspection Only: \_\_\_\_\_

For Inspection and Reproduction: \_\_\_\_\_

See Charges in Employee Handbook Appendix

**\*NOTE: Additional expenses incurred by the college in locating and retrieving the information may be charged to the party requesting the information. Should the estimated amount to be charged for the reproduction exceed \$5, a deposit of 60% of the estimated cost shall be required.**

\_\_\_\_\_  
Signature

The information requested is not public in nature.

\_\_\_\_\_  
College Official

This information is stored \_\_\_\_\_ in active use \_\_\_\_\_ unavailable \_\_\_\_\_ If unavailable, please state

reason: \_\_\_\_\_

If stored or in active use it will be made available at \_\_\_\_\_ on \_\_\_\_\_  
Time Date

\_\_\_\_\_  
College Official

The information was made available at \_\_\_\_\_ on \_\_\_\_\_  
Time Date

\_\_\_\_\_  
College Official