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From: **David B. Roddy** <dbroddy@interact.ccsd.net>

Date: Tue, Jan 6, 2009 at 9:46 AM

Subject: Re: Public Records Request

To: Karen Gray <kg@npri.org>

Cc: Michael Rodriguez <mrodriguez3@interact.ccsd.net>, Cynthia Sell <csell@interact.ccsd.net>

Good morning Joyce:

Below is the latest inquiry from Karen Gray. Cynthia asked that I keep you in the loop on anything involving her. Do you have any specific direction for me on this one?

Thank you.

"Karen Gray" <kg@npri.org> writes:

David,

I reviewed the regulation 1211, but it doesn't give the guidance on the procedural processes for the public to use in seeking information.

Just to clarify: what I am looking for is some sort of publication, or reference that would provide a member of the public "how to" information on utilizing the department. For instance, how, who, where to submit information requests, or what kind of information requests must go through the Comm. Office as opposed to directly contacting staff for information--could I just call the curriculum department to get the graduation rate, or does the public have to go through your office to get that information?

Is there anything out there that would delineate any of this information and/or direct the public through the procedural processes?

If any such publication or reference material exists, please forward.