



July 3, 2023

Via Muckrock.com and Email at 146626-26822171@requests.muckrock.com

Re: Maryland Public Information Act Request

Dear Anne Marie Taburro:

On June 21, 2023, University of Maryland Global Campus (“UMGC”) received your letter dated May 30, 2023, in which you request certain records under the Maryland Public Information Act, Md. Code Ann. Gen. Prov. § 4-101 *et seq.* (“PIA”).

This correspondence is the statutorily required acknowledgement of receipt of your request that must be sent within ten (10) business days of receipt of your inquiry (the “TDL” or “10-business day letter”).

I write now to advise you that it will take UMGC more than ten (10) business days to process your request. UMGC works to complete the review process for all requests within thirty calendar (30) days from the date a request is received. However, pursuant to GP 4-203(d), because your request will involve time to search, retrieve and review the records, we request your consent to an extension of time (the “ER” of “Extension Request”). UMGC handles a large volume of matters impacting processing time. Nevertheless, UMGC continues to process all requests as diligently as possible.

NOTE: Please be aware that UMGC will be closed Tuesday, July 4, 2023.

The Act, at Section 4-206, permits UMGC to charge for the search, preparation and reproduction of a public record, excluding the first two (2) hours. An exact calculation of the fees will depend on the time to be expended and the hourly rates of the individual staff and attorneys who must conduct the review. In any event, we will inform you of any estimated fee prior to initiation of the task.

Please do not hesitate to contact me at legal-affairs@umgc.edu if you have any questions or concerns regarding the processing of your request.

Sincerely,

/s/ Tony Howze-Edge

Tony Howze-Edge
Legal Operations Specialist
Office of Legal Affairs