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May 6, 2015

Dr. Nagaraj Neerchal, Chair
Department of Mathematics & Statistics
University of Maryland Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

Dear Dr. Neerchal:

This is a request under the Maryland Public Information Act, State Government Article §§10-611 to 630. I wish to inspect all records in your custody and control pertaining to the travel requests submitted by the Department of Mathematics and Statistics faculty, staff, and students from January 1, 2014 through May 1, 2015.

Specifically I wish to inspect all records in your custody and control containing the following:

1. name of the requester,
2. date of the request,
3. amount requested,
4. date of your resolution,
5. amount approved.

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial as provided by SG §10-614(b)(3). If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

Please advise me as to the cost, if any, for inspecting the records described above. I anticipate that I will want copies of some or all of the records sought. If you have adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy.

I look forward to receiving disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days as provided by SG §10-614(b)(2). Thank you for your cooperation. If you have any questions regarding this request, please contact me at the above email address.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Kogan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jacob Kogan