

Our Ref: BH/AMA/41-KELLY1906

19 June 2017

Jennifer Kelly

request-411948-ff6c3df8@whatdotheyknow.com

Dear Ms Kelly,

FREEDOM OF INFORMATION REQUEST – LIBRARY RECEPTION DESK

Thank you for your email which I received on 14 June 2017.

I or one of my colleagues will respond to your request. Normally this will be done within 20 working days of receipt of your request.

If the College estimates that responding to your request will incur costs of between £100 and £600 and we intend to make a charge, this will be notified to you. However, it is our policy not to make a charge unless costs are significant.

Once again, thank you for your request.

Yours sincerely



Brian Hughes
Acting Principal

Brian Hughes - Acting Principal

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