

**COATBRIDGE COLLEGE
PUBLICATION SCHEME REQUEST FORM**

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* Address

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** Please note that we cannot provide you with the information you require unless you provide these details*

Description of the information you require

Please provide a description of the information you would like the College to provide you with. If your request relates to specific document(s), please provide any details of the document you may have (e.g. title, category and class of the Publication Scheme. If you are uncertain how to describe the information you require, the College Freedom of Information contact will be happy to provide you with advice and assistance, or direct you to other(s) who can help. The Freedom of Information contact may be contacted as shown at the bottom of this form):

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NB. The College has the right to ask for clarification of any request for information.

To: Lorraine Sutherland, Head of Human Resources & Administration, Coatbridge College, Kildonan Street, Coatbridge, ML5 3LS

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