

Maryland Public Information Act
REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

The Town of Greensboro is required to provide the public with access to records maintained by it in the transaction of public business. The limitations on disclosure are described in Title 4, Subtitle 3 of the General Provisions Article of the Annotated Code of Maryland.

So that the Town Office may reasonably accommodate a request for the inspection or copying of public records while maintaining an orderly work environment, we ask that you complete the following form. Because the Town staff is busy and often operating under time constraints, it will not always be possible to produce the files you request immediately. Additionally, we often receive requests for files that are under active review by staff personnel and, for that reason, cannot be produced for your inspection immediately. Finally, there may be documents within files you request that the Town is not required to produce, e.g., advice from the Town's attorney or matters affecting ongoing litigation. While the General Provisions Article permits us to produce public records up to 30 days after receipt of a request, we generally expect to produce records you request in less time. If it will take more than 10 days to produce the requested records, we will notify you in writing or by email. We will call you or email you when the records are ready for your inspection and arrange a date and time convenient to you to review the records in the Town Office.

If you request a number of files or older records that need to be retrieved from storage, it is possible that the Town Office will charge you for the time spent by staff in collecting, organizing and supervising the inspection of the files you requested. The General Provisions Article prohibits the Town from charging for the first two (2) hours of staff time needed to search for and prepare a record for inspection. If staff time exceeds two hours, you will be charged at the hourly rate assigned by the Town Council to the staff asked to assist in complying with your request.

Finally, we are required to make copies of records at your request. If a number of copies are requested, we will inform you when they are ready for you to pick up. The standard charge for black and white copies is \$0.25 per page and \$0.50 per page for color copies. If you request copies of plats, site plans, etc., you will be charged whatever costs are incurred by the Town to reproduce those documents.

You can send your request by mail to Town of Greensboro, PO Box 340, Greensboro, MD 21639 or by email to greensboro@greensboromd.com.

PUBLIC DOCUMENT REQUEST FORM

Name: _____

Address: _____

Telephone: _____ (Home) _____ (Other)

Email address: _____

Date of Request: _____

Preferred Date/Time for Inspection: _____

Records/Files to be Inspected: _____

* * * * *

FOR TOWN USE ONLY:

Date and Time Request Received: _____

Request Assigned To: _____

Date Records/Files Retrieved: _____

Date Request Approved: _____

Date Appointment Scheduled: _____

Date and Time of Appointment: _____

Time Spent Retrieving Records/Files: _____

Staff Time in excess of 2 Hours @ _____ hours x \$ _____ = \$ _____

Number of Copies Made: _____ @ \$0.25 page = \$ _____

Number of Copies Made: _____ @ \$0.50 page = \$ _____

Number of Copies Made _____ @ _____ page = \$ _____