

**ACCESS TO PUBLIC RECORDS**

**OF THE**

**CITY OF TANEYTOWN**

**APPLICATION**

TO APPLICANT: Please read the instruction carefully before completing application. No determination will be made unless a completed application form has been received. Once an application is received the City Custodian of Records will either grant the application in writing within thirty (30) days of receipt of the application, or, if the application is denied the applicant will be notified in writing within ten (10) days of receipt of the application of the reason and legal authority for disapproval of the application. To avoid delays be very specific in your request. If you should have any questions, contact the City Clerk at 410-751-1100.

This application is in accordance with section 4-103 through 4-601 of the Annotated Code of Maryland General Provisions which governs access to public records in the State of Maryland.

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**(PLEASE PRINT CLEARLY)**

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

ADDRESS \_\_\_\_\_

TELEPHONE NO.( ) FAX NO.( ) E-MAIL \_\_\_\_\_

RECORDS REQUESTED (BE SPECIFIC): \_\_\_\_\_

**DO YOU NEED TO SCHEDULE AN APPOINTMENT TO REVIEW PUBLIC RECORDS?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**PLEASE READ AND SIGN BELOW**

I have read the letter attached and understand and agree to the terms of this application according to, section 4-103 through 4-601 of the State Government Article of the Annotated Code of Maryland and the City of Taneytown.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

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**FOR OFFICE USE ONLY:**

DATE APPLICATION RECEIVED \_\_\_\_\_ DATE RESPONSE WAS MAILED \_\_\_\_\_

APPROVED/DENIED \_\_\_\_\_ CHARGES \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CUSTODIAN

\_\_\_\_\_  
DATE

**ACCESS TO PUBLIC RECORDS**  
**OF THE**  
**CITY OF TANEYTOWN**  
**CHARGES AND FEES**

Under Maryland Law, the official Custodian of Records may charge an applicant “a reasonable fee for the search for, preparation of, and reproduction of a public record, prepared, on request of the applicant, in a customized format; and the actual costs of the search for, preparation of, and reproduction of a public record in standard format, including media and mechanical processing costs.” Annotated Code of Maryland, State Government Article 4-206(b) (i) and 4-206 (b) (ii).

Any fees charged for the search and preparation of the public record may only begin to accrue after two (2) hours. The first two (2) hours are not subject to a fee.

The charges may be applied to activities such as locating the records; reviewing and redacting the records for non-public information; and making of copies or reproductions

The charge should reflect cost of supplies, such as paper and toners as well as any maintenance costs for equipment. A factor for copying time spent by the City personnel may also be included. These copying fees may also include any costs for making tape recordings of the City meetings. The tape recording fees must be reasonable and should include any amount for supplies and equipment maintenance.

The rates for fees are to be calculated so as to reimburse the City for salary. The rate may be adjusted at any time by the Custodian to ensure the amount accurately reflects any changes that may occur.

The following are the current hourly rates and miscellaneous costs charged by the City for copies of Public Records:

- (1) \$25.00 – Locating records; reviewing records for non-public information and the making of copies or reproductions
- (2) \$.25 per copy – Making a copy of a record.
- (3) \$25.00 – Tape recordings of City meetings and supplies and equipment maintenance.
- (4) \$5.00 per copy - of any Police Report.
- (5) Any employee time over two (2) hours spent in locating, reviewing, and producing the public records requested shall be charged at the employee’s hourly rate of salary