

**ACCESS TO PUBLIC RECORDS
OF THE
CITY OF TANEYTOWN

APPLICATION**

TO APPLICANT: Please read the instructions carefully before completing application. No determination will be made unless a completed application form has been received. Once an application is received by the **City Custodian of Records, Clara Kalman, City Clerk**, a determination will be made to either grant the request or deny the request. The applicant will be notified in writing within ten (10) business days of receipt of the application of the reason and legal authority for denial of the request. If the fulfillment of the request will take more than the two (2) hours, the Applicant will be notified and a deposit of \$250 will be required. The time period for fulfillment of the request will not begin until the deposit is received.

To avoid delays be very specific in your request. If you should have any questions, contact the City Clerk at 410-751-1100. The completed form can be dropped off at City Office, or emailed to ckalman@taneytownmd.gov.

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

(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, GP § 4-103 through GP §4-601 of the State Government Article of the Annotated Code of Maryland and the City of Taneytown.

SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:

DATE APPLICATION RECEIVED _____ DATE RESPONSE WAS MAILED _____

APPROVED/DENIED _____ CHARGES _____

COMMENTS: _____

SIGNATURE OF CUSTODIAN

DATE _____

**ACCESS TO PUBLIC RECORDS
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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 GP §4-206(b) (1) and GP §4-206 (b) (2).

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. If it is found the fulfillment of the request will take more than the two (2) hours, a deposit of \$250 will be required, and the time period for fulfillment of the request will not begin until the deposit is received.

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, toners and flash drives. 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 audio recordings of the City meetings. The audio 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 per copy – Making a copy of a record.
- (2) \$25.00 – Audio recordings of City meetings.
- (3) \$5.00 per copy - of any Police Report permitted to be disclosed.
- (4) Any City personnel, contractor or agent’s time over two (2) hours spent locating, reviewing, and producing the public records requested shall be charged at the employee’s, contractor’s or agent’s hourly rate of salary/benefit cost.