

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 Title 10, Subtitle 6 of the State Government Article of the Annotated Code of Maryland 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 cover letter attached and understand and agree to the terms of this application according to Title 10, Subtitle 6 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

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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.” Annotated Code of Maryland, State Government Article 10-621.

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; supervising the review of the records; and making of copies or reproductions or supervising the making of copies or reproductions of the records.

In addition to search and preparation, the Custodian may charge any “reasonable fee for making or supervising the making of copy” of the record. Annotated Code of Maryland, State Government Article 10-621(c). 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 and benefits (such as health, dental, or pension plans). The rate may be adjusted at any time by the Custodian to ensure the amount accurately reflects any changes that may occur.

ATTACHMENT:

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

- (1) \$25.00 – Locating records; reviewing records for non-public information; supervising the review of the records; and the making of copies or reproductions or supervising the making of copies or records.
- (2) \$.25 per copy – Making or supervising the making of copy of the record.
- (3) \$25.00 – Tape recordings of City meetings and any amount of 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 plus employee benefits on a pro-rata basis for the actual time spent.