



# TOWN OF CHESAPEAKE CITY

108 Bohemia Avenue  
Chesapeake City, Maryland 21915  
410.885.5298

## PUBLIC INFORMATION REQUEST FORM

**Contact/Return Form to:** Sandra Edwards  
108 Bohemia Avenue  
Chesapeake City, Maryland 21915  
Phone: 410.885.5298 ext.108  
Fax: 410.885.2515  
Email: s.edwards@chesapeakecity-md.gov

DATE OF REQUEST: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I hereby request, under Maryland's Public Information Act (PIA), State Government Article Section 10, of the Annotated Code of Maryland, \_\_\_ to review and/or \_\_\_ have copies made of the requested documents. (Check how you wish to review your PIA.)

I REQUEST THE FOLLOWING PUBLIC RECORD/S (please be specific):

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REQUESTOR'S SIGNATURE: \_\_\_\_\_

**Town Use Only (Do NOT Write Below This Line)**

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 Approved

Denied — Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*You may seek judicial review of this response pursuant to Md. Code Ann., State Gov't. Article 10-623*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Sandra Edwards, Town Manager

Amount Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Date Picked Up: \_\_\_\_\_



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### PUBLIC INFORMATION REQUEST INSTRUCTIONS

A Maryland Public Information Act (MPIA) request grants the right to review available records that are disclosable and to obtain copies of those records. The MPIA does not require the Town to answer informational questions or to create a record to satisfy a request. In some instances, the Town will be able to respond to your request immediately. For requests that require searching for public records, it may take longer to respond to your inquiry. Your request to access public information will be handled in a timely manner; however, the State of Maryland allows up to thirty (30) days to respond to your request. The MPIA allows the Town to charge a "reasonable fee" for copies of records. The Town may also charge a reasonable fee for searching for a public record. This charge may include the time required for locating and reviewing the record. The first two hours of search time are free, but an extensive search may prove time consuming and, therefore, expensive.

The MPIA, at Section 10-621, permits the Town to assess a charge for the search, preparation and reproduction of a public record to be made available for inspection. There is no charge for the first two (2) hours of agency research related to MPIA requests; however, after the first two (2) hours, there will be a charge of Fifty Dollars (\$50.00) per hour to complete the MPIA request. In accordance with the MPIA, copies of the records will be provided to the applicant upon payment of an additional fee of \$0.25 per page. In situations where a request is not voluminous, in the exercise of the sole and exclusive discretion of the Town Manager on behalf of the Town, the standard \$0.25 per page copying fee may, but is not required to be, waived. Such a waiver should not be construed as having any precedential effect, and the applicant should note that such a waiver will, if granted, be without prejudice to the Town's right to impose charges for reproduction of records in the future, to be determined on a case-by-case basis. The applicant will be notified in advance of the disposition of a waiver request and copying cost before copies are made. Requests that involve email transmissions or electronic archives require the Town to engage in a computer search and restoration and analysis process through the Town's email provider and/or contracted computer technology specialist. Such a request may result in the disclosure of a significant number of duplicate documents, as sent to multiple addressees. As with paper documents, all email transmissions and electronic archives must be reviewed in order to determine which records may properly be disclosed, which are subject to privilege and withholding under one or more of the exception to disclosure set forth in the MPIA, and which are positively required to be withheld from disclosure pursuant to the MPIA. The Town will cause an e-discovery search and analysis to be performed upon request; if the applicant chooses to do so, then the Town will develop an estimate of the administrative cost which will be incurred in order to comply with the request.

To offer the most efficient customer service, the Town requires payment for any estimated amount due before the work is performed. The search, preparation and copying process will begin upon receipt of the total estimated fee. If the actual fee differs from the estimate, the fee will be adjusted accordingly, and you will receive an additional bill or refund as appropriate.

**Please make your money order or check payable to "Town of Chesapeake City" and send the completed request, together with payment to:**

Sandra Edwards  
108 Bohemia Avenue  
Chesapeake City, Maryland 21915  
Phone: 410.885.5298 ext.108  
Fax: 410.885.2515  
Email: [s.edwards@chesapeakecity-md.gov](mailto:s.edwards@chesapeakecity-md.gov)

You may also hand-deliver the completed request and payment. The Town does not accept cash through the mail, credit cards, or PayPal. Requests can be received only when the Town is open. Upon receipt, the

The Town will perform a preliminary assessment of your request to determine if the Town is the appropriate custodian of the records. The Town will also review the request for completeness. If the Town does not receive your payment within thirty (30) calendar days from the date of our reply, it will presume that you are no longer interested in pursuing your request and close the file accordingly. To obtain the documents, you must submit a new request. Persons who disagree with any response to a PIA request may seek review of the decision in accordance with Section 10-623 of the PIA. Comments or questions may be directed to: s.edwards@chesapeakecity-md.gov.

Exceptions to disclosure of certain records are set forth in the MPIA. In particular:

1. Certain records produced in response to a request may consist of confidential communications and memoranda between Town officials and legal counsel, and thus are subject to the attorney-client privilege and protected from disclosure as a privileged or confidential record. See, MPIA §10-615.
2. Certain records produced in response to a request may constitute intra-agency memoranda and thus are protected from disclosure as contrary to the public interest. See, MPIA §10-618(b).
3. Certain records produced in response to a request may constitute confidential business and financial information and thus are protected from disclosure as contrary to the public interest. See, MPIA §10-618(d); see also Office of the Attorney General *Maryland Public Information Act Manual* and cases cited therein.
4. Based upon the results of any review of the Town's electronically maintained records, one or more of such records may also be subject to protection from disclosure under the MPIA.

Please note that the applicant is entitled to an administrative review of decisions to deny access. See, MPIA §10-622. The applicant may also seek judicial review of a decision to deny access. See, §10-623. Notice of any such determination will be provided to the applicant as and if such a determination is made.