

POLICY No.: 2011-01-BCC

SUPERSEDES POLICY NUMBER: n/a

DATE: October 20, 2011

TITLE: CARROLL COUNTY GOVERNMENT PUBLIC INFORMATION ACT
REQUEST POLICY

1. General Information.

This is the policy for filing requests with any agency in County government for the inspection and copying of records under the Public Information Act (PIA), State Government Article §§10-611 through §10-628, Annotated Code of Maryland (<http://www.oag.state.md.us/Opengov/pia.htm>). It is the policy of the County to facilitate public access to existing records and documents of the County when such access is allowed by law; however, the County is not required to create records or compile a list of answers to questions to satisfy a Public Information Act request.

Any person may ask to inspect public records of the County during the normal working hours of the County, which are 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding holidays. The place of inspection shall be the place where the document is located, unless the agency determines that another place of inspection is more suitable and convenient

2. Written Request.

To the extent possible, the pertinent agency shall make public records available for inspection without a written request. However, the agency may require a written request for clarity. The requestor may include their name, address and/or email address, and phone number but there is no requirement to do so.

3. Response to Written Request.

- A. The agency or the County Attorney will determine if the records being sought are disclosable under the law. All disclosable records will be made available for inspection within a reasonable period and within the time allowed by law.
- B. In the event records are non-disclosable, the County Attorney will reply to the requestor in writing with the reasons for denial of the records.

- C. With the consent of the requestor, any time limit imposed may be extended for an additional period.

4. Records Destroyed or Lost.

If a requested record has been destroyed or lost, the agency shall so notify the requestor.

5. Fees.

- A. The fee schedule for searching, copying and certifying copies of records is as follows:

- (1) **Search Fee Charged.** There is no charge for the first two hours. However, after two hours, a search fee of \$25.00 per hour, per employee, will be charged for the time required to search for, review, and compile documents in response to the request (i.e., if the search requires the time of more than one County employee, the per hour fee will be charged for each employee). The requestor will be notified of the estimated search fees, and if the requestor chooses to proceed, he or she must prepay the fee before the search will commence.

- (2) **Copies.** The fee for each copy made by the County in responding to the request is \$.25 per page. Records such as punch cards, magnetic tapes, blueprints, etc. will be charged the actual fee for copies will be based on the actual cost of reproduction.

- (3) **Certification of Copies.** If a requestor requests that a copy of a record be certified as an official copy, an additional fee of \$1.00 per page, or if appropriate, per item shall be charged.

- (4) **Other Documents.** Standard engineering drawings, plats, etc. will be charged at \$5.00.


- B. If the agency is unable to copy a record within the County, the agency shall make arrangements at public or private facilities outside of County Government. The agency shall collect from the requestor the fee for the actual cost of reproduction or the requestor may choose to pay the cost of reproduction directly to the facility making the copy.

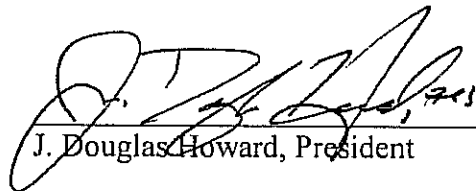
- C. If the requestor requests that copies be mailed or delivered in any manner, the requestor will be charged the actual costs of postage or delivery and must prepay those costs.

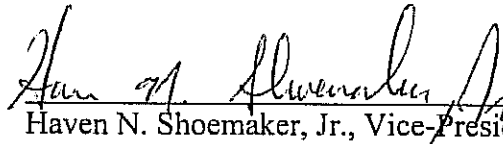
ADOPTED this 20th day of October, 2011.

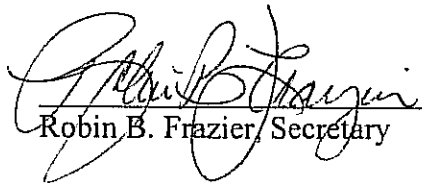
THE COUNTY COMMISSIONERS
OF CARROLL COUNTY, MARYLAND,
a body corporate and politic of the
State of Maryland

ATTEST:



Shawn D. Reese, County Clerk


J. Douglas Howard, President (SEAL)


Haven N. Shoemaker, Jr., Vice-President (SEAL)


Robin B. Frazier, Secretary (SEAL)


Richard S. Rothschild, Commissioner (SEAL)


David H. Roush, Commissioner (SEAL)

