

**Request For Documents According To The Maryland Public Information Act**

**TO: Don Richardson, Town Manager  
The Commissioners of St. Michaels  
P.O. Box 206  
St. Michaels, Maryland 21663**

**FROM:** \_\_\_\_\_  
(Print or Type Name of Requesting Person)

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

Dear Mr. Richardson:

Pursuant to the Maryland Public Information Act, I hereby request that The Commissioners of St. Michaels (the "Town") provide to me a copy of the following documents (print or type description of documents requested):

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

Please mail the requested documents to the address indicated above. I understand that this request will be processed by the Town as follows:

- a. The first two hours of time required to respond to this request will be furnished by the Town without charge to me, and that I will be notified if it is anticipated that more than two hours of time will be required to respond to this request.
- b. If more than two hours of time is required by the Town to respond to this request, that I will be notified and that the Town will not devote more than two hours toward responding to this request unless I pay a deposit to the Town toward the payment of the reasonable costs incurred by the Town in responding to this request.
- c. If this request is one of two or more requests from the same person or group of associated persons, all dealing with related subjects, the Town will treat those related requests as a single request for purposes of charging for the processing of those requests, including the time consumed in searching for the requested documents and the time and expense involved in copying the requested documents.

Date: \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(Signature of Requesting Person)

**FOR TOWN USE ONLY:**

**DATE RECEIVED:** \_\_\_\_\_, 20 \_\_\_\_ **By:** \_\_\_\_\_

**THE COMMISSIONERS OF ST. MICHAELS**

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**PUBLIC INFORMATION ACT REQUESTS**

**POLICY AND FEES**

(Adopted May 13, 2003)

- A. General policy regarding fees related to requests under the Public Information Act:
1. Except to the extent exempted or prohibited by law, persons requesting information should pay no more, and no less, than the actual cost to the Town to respond to such a request.
  2. All out-of-pocket charges incurred by the Town in responding to such a request shall be charged to the person requesting the information.
  3. Since the time involved in responding to such requests made by an individual takes the time of Town employees away from serving the public in general, for which they were hired, and places a greater burden on other Town employees, it is the policy of the Town that all costs of employee time shall be charged to the person requesting the information, including, but not limited to, the actual gross wage or salary paid to the employee for the actual time involved (including any overtime, premium or holiday pay rate), together with the cost of the employer's share of FICA, and the cost of all fringe benefits. The hourly cost of salaried employees shall be based on a 35 hour work week.
- B. The fee schedule for copying and certifying copies of public records of the Town is as follows:
1. Copies.
    - a. The fee for each copy made by a photocopying machine within the Town Office is 25 cents per page.
    - b. The fee for each copy made otherwise shall be based on the actual cost of reproduction. Cost of reproduction shall include the following:
      - 1) Charges made to the Town by outside services or persons,
      - 2) Travel expense,
      - 3) The cost to the Town for the time of Town employees in arranging for and otherwise procuring the copies.
  2. Certification of Copies. If a person requests that a copy of a public record be certified as a true copy, an additional fee of \$1 per page (or if appropriate, per item) shall be charged.
  3. Minimum Fee. No charge will be made if the total fee is \$1 or less.

- C. Notwithstanding §A of this regulation, if the fee for copies or certified copies of any public record of the Town is specifically set by a law other than the State Act or this regulation; the custodian shall charge the prescribed fee.
- D. If the custodian cannot copy a public record within the Town, the custodian shall make arrangements for the prompt reproduction of the record at public or private facilities outside the Town. The custodian shall:
1. Collect from the applicant a fee to cover the actual cost of reproduction; or
  2. Direct the applicant to pay the cost of reproduction directly to the facility making the copy.
- E. Before copying a public record of the Town, the custodian shall estimate the cost of reproduction and either:
1. Obtain the agreement of the applicant to pay the cost; of
  2. Demand prepayment of the cost.
- F. Except as provided in §G of this regulation, the custodian may charge a reasonable fee for time that an official or employee of the Town spends:
1. To search for requested public records; of
  2. To prepare public records for inspection and copying.
- G. The custodian may not charge a search or preparation fee for the first 2 hours that an official or employee of the Town spends to respond to a request for public records.
- H. Waiver or Reduction of Fee.
1. The official custodian may waive or reduce any fee set under this regulation if:
    - a. The applicant requests a waiver; and
    - b. The custodian determines that the waiver or reduction is in the public interest.
  2. The official custodian shall consider, among other relevant factors, the ability of the applicant to pay the fee.
- I. If the applicant requests that copies of a public record be mailed or delivered to the applicant or to a third party, the custodian may charge the applicant for the cost of postage or delivery.

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