

November 9, 2021

Via email

Deborah Levi
Director, Special Litigation
Maryland Office of the Public Defender
201 St. Paul St.
Baltimore MD 21202
deborah.levi@maryland.gov

Dear Ms. Levi:

This office serves as legal counsel to Salisbury University (“University”) and is in receipt of your request of November 2, 2021 for the following:

“... records for every sworn officer and civilian member of the Salisbury University Police for fiscal years 2020 and 2021:

1. First and last name;
2. Unique sequence number;
3. Current badge number
4. Any previously recorded badge number that was used before the current one;
5. Race;
6. Gender;
7. Hire date;
8. Current salary;
9. Overtime paid in the last fiscal year.”

This request was reviewed pursuant to Maryland’s Public Information Act, codified at Section 4-101 et seq., of the General Provisions (GP) Article of the Annotated Code of Maryland (the “Act”). The University is denying your request in part. Your request #2 is not being provided as the University does not maintain this record and has no documents responsive to your request. The requested items in #5 and #6 are not provided pursuant to the University’s Sociological Information Policy, which prohibits such disclosures (see GP §4-330).

The Act, at Section 4-206, permits the University to charge for the search, preparation and reproduction of a public record, excluding the first two (2) hours. The fee is estimated at approximated \$300.00, which is determined by the amount of time and the hourly rate of the individual staff who conduct the production and review of the documents. This fee is specifically

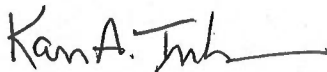
Deborah Levi
November 9, 2021
Page 2

related to your request for overtime records, which will require retrieving and reviewing both digital and hard copy files, extracting the appropriate information and putting it into an Excel format.

If you wish to revise your request, please notify me and the University will close the current request and initiate a new inquiry on your behalf. If you wish to continue with the original request, again please notify me, my email address is above. I will continue to process the request and provide you with the exact cost. Note that payment is required before any documents will be provided.

Should you disagree with this finding, you have remedial options available. First, you may seek judicial review of this decision in accordance with GP Section 4-362. Second, you may seek assistance from the Public Access Ombudsperson under GP Section 4-1B.

Sincerely,

A handwritten signature in black ink that reads "Karen A. Treber" with a long horizontal flourish extending to the right.

Karen A. Treber
General Counsel