

# Maryland Public Information Act (MPIA)

The City of Laurel maintains certain records that are classified as public records which may be made available to the public in accordance with the guidelines of the Maryland Public Information Act (MPIA) (Title 4 of the General Provisions Article, Annotated Code of Maryland, as amended). MPIA requests must be in writing, and may be mailed, emailed, faxed or hand delivered to the City Clerk. You may use the City's [MPIA Request Form](#) but it is not required. Your request should sufficiently identify the records that you are seeking, including a clearly identified subject matter and specific dates or ranges of dates of the documents requested. There are occasions when fees may be charged to produce documents requested under the Maryland Public Information Act.

## CITY OF LAUREL MARYLAND PUBLIC INFORMATION ACT

### Fee Schedule

There are occasions when fees may be charged to produce documents requested under the Maryland Public Information Act. It is the policy of the City of Laurel to require prepayment of such fees, notify the applicant of the fees incurred, and that said fees must be paid in full prior to the release of the documents. The fee schedule is below. All fees should be paid through the City Clerk's office.

- The actual costs of the search for, preparation of, and reproduction of a public record in standard format, including media and mechanical processing costs will be charged.
- Copies: The first 10 pages are free; thereafter, copies are 10¢ per page.
- Staff Time: The first two hours are free; thereafter, the hourly rate of the staff member responsible for searching for, preparing and reproducing the requested public records is charged, plus the copying costs. Different charges may apply if staff members with certain expertise are utilized.
- Copy of audio on cassette tape: \$5.00 per tape (in-house) or actual cost when outsourced.
- Copy of video on DVD: \$2.00 per standard DVD (in-house) or actual cost when outsourced.
- Copy of meeting on video (VHS) tape: \$20.00 per tape (in-house) or actual cost when outsourced.
- Payment shall be made in cash, by credit card, or check payable to "City of Laurel" and must be received before the documents are released.

If you have any questions about the administration of the above guidelines, please do not hesitate to contact the City Clerk's Office at 301-725-5300 x2120.

Please call the City Clerk for further information.

DATE: \_\_\_\_\_

## MARYLAND PUBLIC INFORMATION ACT REQUEST

**NAME, ADDRESS, PHONE NUMBER AND ORGANIZATION OF REQUESTOR:**

Beryl Lipton; 6172991832  
411A Highland Ave MR101203  
Somerville, MA 02125

**TO DIRECTOR, DEPARTMENT OF:** Laurel Police Department

In accordance with the Administrative Orders of the City of Laurel, request is hereby made for (PLEASE CHECK) \_\_\_ examination/  X  copy of the following record (s), if any (identify as specifically as possible the record desired):

Please see email.

I understand that if the City does not have the record as requested above, it is not required to compile information. I further understand that the examination or copy must be paid for in advance as prescribed.

It is also understood that if I am permitted to examine the record, I shall not alter, falsify, cancel, destroy, mutilate or remove any part thereof, under penalty of law.

If the City denies access to the records I have requested herein, I understand that I have the right to seek judicial review of that decision by filing a complaint in the appropriate circuit court, as provided in Section 4-362 of the General Provisions Article, Annotated Code of Maryland, which sets forth certain remedies for wrongful denial of access.

Date 9-11-2020

  
Signature

**For office use only**

RECEIVED ON \_\_\_\_\_ NOTIFICATION OF AVAILABILITY/COST ON \_\_\_\_\_

FEE PAID ON \_\_\_\_\_ INFORMATION AVAILABLE ON \_\_\_\_\_

INFORMATION RECEIVED BY REQUESTOR ON \_\_\_\_\_