



City of Cumberland

City Clerk's Office

57 N. Liberty Street, Cumberland, MD 21502

Public Information Request Form

Name of Requestor: _____ Date of Request: _____

Company: _____

Address: _____

Phone Number: _____ Email: _____

I. I HEREBY REQUEST, under Maryland's Public Information Act (PIA), General Provisions Article §§ 4-101 through 4-601 of the Annotated Code of Maryland (*check all that apply*):

- to review
- and /or have copies made of the documents detailed below.

II. I request the following public records (*please be specific*):

III. Public Information Request Instructions

- YES, I have read and agree to the public Information Request Instructions attached to this form.

III. Terms of Signature and Submission

I, the individual submitting this Public Information Request Form, warrant the truthfulness of the information provided in the submittal. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Signature and Filing.

Signature _____
Date

DEPARTMENT USE ONLY

- Approved Request # _____
- Denied (*provide details*):

Signature of Requestor: _____ Date: _____

Total Expense: \$ _____

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

Date Picked Up: _____



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Public Information Request Instructions

The Maryland Public Information Act (MPIA) grants the right to review available records that are disclosable and to obtain copies of those records. The MPIA does not require the City to answer informational questions or to create a record to satisfy a request. In some instances, the City will be able to respond to your request immediately if records are readily available. For requests that require the search for and preparation of public records, it may take longer to respond to your inquiry. The State of Maryland allows up to thirty (30) days to actually provide the documents that are responsive to your request, but there may be instances where the City needs additional time to locate and review the requested records. If additional time beyond the thirty (30) days is needed, the requestor will be notified in writing.

FEES FOR SEARCH AND PREPARATION: The MPIA permits the City to assess a charge for the search, preparation and reproduction of public records to be made available for inspection. There is no charge for the first two (2) hours of staff time devoted to research related to MPIA requests, however, after the first two (2) hours, costs and fees will be charged at the rate of Twenty Dollars (\$20.00) per hour, including costs for attorney review if needed. An extensive search may prove time consuming and, therefore, expensive.

FEES FOR COPIES: 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 and copy fees would be less than Five Dollars (\$5.00), the standard \$0.25 fee may 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 City's right to impose charges for reproduction of records in the future.

Upon receipt of your request, the City will perform a preliminary assessment to determine if the City is the appropriate custodian of the records. The City will also review the request for completeness.

Beyond the two hours provided to the requester at no cost, the City is not expected to provide further search and preparation time with an assurance that the requester will cover the City's cost. For requests that appear to be voluminous and time consuming, the City may estimate the fees that will be involved and may require payment prior to any work being performed to search, prepare and copy the records. Requesting prepayment of estimated fees before providing responsive records does not amount to a denial of the request.

EMAIL TRANSMISSIONS: As with paper documents, all email transmissions and electronic archives must also be reviewed in order to determine which records may be properly disclosed, which records are subject to privilege and withholding under one or more of the exceptions to disclosure set forth in the MPIA, and which records are positively required to be withheld from disclosure pursuant to the MPIA. Email transmissions are therefore subject to the same fees for search and preparation as noted above.

PAYMENT OF FEES:

Money orders or checks should be made payable to the "Mayor and City Council of Cumberland" and sent to:

City Clerk's Office
57 N. Liberty Street
Cumberland, MD 21502.

Credit card payments will be accepted at the Tax and Utility Office at the address noted above. Credit card payments may also be made over the phone by calling 301-759-6409.

If the City 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.