

**Maryland Public Information Act**  
**REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS**

The Queen Anne's County Commissioners Office is required to provide the public with access to records maintained by it in the transaction of public business. The limitations on and described in Sections 10-611 through 10-628 of the State Government Article of the Annotated Code of Maryland. The Commissioners Office keeps a copy of those statutory sections which you may review upon request.

So that the Commissioners Office may reasonably accommodate a request for the inspection or copying of public records while maintaining an orderly work environment, we ask that you complete the following form. Because the Department staff is very busy and often operating under time constraints, it will not always be possible to produce the files you request immediately. Additionally, we often receive request for files that are under active review by staff personnel and, for that reason, cannot be produced for your inspection immediately. Finally, there may be documents within files you request that the Department is not required to produce, e.g., advice from the County's attorneys or matters affecting ongoing litigation. While the State Government Article permits us to produce public records up to 30 days after receipt of a request, we generally expect to produce records you request in less than seven (7) days. We will call you when the records are ready for your inspection and arrange a date and time convenient to you to review the records in the Department's office.

If you request a number of files or older records that need to be retrieved from storage, it is possible that the Commissioners Office will charge you for the time spent by staff personnel in collecting, organizing and supervising the inspection of the files you have requested. The State Government Article prohibits the Department from charging for the first two (2) hours of staff time needed to search for and prepare a record for inspection. If staff time exceeds two hours, you will be charged at the hourly rate assigned by the County's Finance Office to the personnel asked to assist in complying with your request.

Finally, we are required to make copies of records at your request. If a number of copies are requested, we will inform you when they are ready for you to pick up. The standard charge for copies is \$0.25 per page. If you request copies of plats, site plans, etc., you will be charged whatever costs are incurred by the Department to reproduce those larger documents.

**REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Other)

Date of Request: \_\_\_\_\_

Preferred Date/Time for Inspection: \_\_\_\_\_  
\_\_\_\_\_

Records/Files to be Inspected: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

**FOR DEPARTMENT USE ONLY:**

Date Request Received: \_\_\_\_\_

Request Assigned To: \_\_\_\_\_

Date Records/Files Retrieved: \_\_\_\_\_

Date Request Approved: \_\_\_\_\_

Date Appointment Scheduled: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Time Spent Retrieving Records/Files: \_\_\_\_\_  
\_\_\_\_\_

Staff Time in excess of 2 Hours @ \$ \_\_\_\_\_ = \_\_\_\_\_

Number of Copies Made: \_\_\_\_\_ @ \$0.25 page = \_\_\_\_\_

Number of Copies Made: \_\_\_\_\_ @ \_\_\_\_\_ page = \_\_\_\_\_