

**ST. MARY'S COUNTY GOVERNMENT
OFFICE OF THE COUNTY ATTORNEY**

*George R. Sparling, County Attorney
David A. Weiskopf, Deputy County Attorney*



Board of County Commissioners

Francis Jack Russell, President
Lawrence D. Jarboe, Commissioner
Cynthia L. Jones, Commissioner
Todd B. Morgan, Commissioner
Daniel L. Morris, Commissioner

Request for Public Information

Date of Request: _____

Name: _____

Mailing Address: _____

Daytime Phone No: _____

Document(s) Requested: _____

Would you like the information: mailed available for pick-up available for inspection? (Please indicate)

Please note: Dependent upon the request your preferred method of delivery may not be available.

Public Information Request must be completed and faxed to 301-475-4660 or mailed to the address below:

Office of the County Attorney
P.O. Box 653
41770 Baldrige Street
Leonardtown, MD 20650

For office use only

Date received: _____

Department: _____

30 day date: _____

Date sent: _____

**Public Information Act
Schedule of Fees**

The Maryland Public Information Act provides that a custodian may charge an applicant a reasonable fee for the search for, preparation of, and reproduction of a public record. A "reasonable fee" means a fee bearing a reasonable relationship to the recovery of actual costs by a governmental unit.

Two hours of time for search and preparation of a public record for inspection are provided without charge. The applicant will be charged for additional time as follows:

Staff of the Departments of Land Use and Growth
Management, Public Works and Transportation,
Economic and Community Development, Parks
and Recreation, Public Safety, Human Services,
Aging, Human Resources, Finance; Office of the
County Attorney; Office of the County Administrator \$25.00 per hour

Department of Information Technology (if necessary): \$37.00 per hour

Photocopies: .25 per page

DVD Copies: \$20.00 per meeting

Recordings of 911 calls: \$25.00 per recording

For requests that will require a substantial amount of time for search, preparation, or supervised inspection, an estimate of fees will be prepared beginning the search, and a deposit may be required.