

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) (Article 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 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 fee may be charged to produce documents requested under the MPIA.

CITY OF LAUREL MARYLAND PUBLIC INFORMATION ACT

Fee Schedule

There are occasions when fees may be charged to produce documents requested under the MPIA. 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.

- Copies: The first 10 pages are free; thereafter, copies are 10¢ per page. The actual cost will be charged with outsourced.
- Staff Time: The first two hours are free; thereafter, \$12/hour is charged for staff time for search, preparation and production of records for inspection and copying. 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:

TO DIRECTOR, DEPARTMENT OF:

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

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 Sec. 4-362 of the General Provisions Article of the Annotated Code of Maryland.

Date _____

Signature _____

For office use only

RECEIVED ON _____ NOTIFICATION OF AVAILABILITY/COST ON _____

FEE PAID ON _____ INFORMATION AVAILABLE ON _____

INFORMATION RECEIVED BY REQUESTOR ON _____