



CITY OF ABERDEEN
60 North Parke Street
Aberdeen, Maryland 21001

PUBLIC INFORMATION REQUEST APPLICATION

This application is in accordance with the Maryland Public Information Act (“MPIA”), Title 4 of the General Provisions Article of the Annotated Code of Maryland. It may be dropped off at City Hall, mailed, faxed (410-273-7402), or e-mailed as an attachment to the City Clerk at mcorrell@aberdeenmd.gov. Under the MPIA, the applicant is entitled to review and obtain copies of available records, subject to certain exceptions. The City is not obligated to do research, create records, or conduct investigations. More information on this may be found at www.marylandattorneygeneral.gov.

The City is given 30 days to comply with the request; however, the City Clerk will provide documents for inspection as soon as possible. If the application is denied, or if the records do not exist, or if there are any delays, etc., the applicant will be notified, in writing, within ten (10) working days from receipt of the application. If you should have any questions, contact the City Clerk at 410-272-1600.

Date: _____

Name of Individual or Company: _____

Address: _____

Telephone/Mobile No.: _____ Fax: _____ E-mail: _____

Records Requested (be specific): _____

Do you need to schedule an appointment to review public records: Yes _____ No _____

Please read and sign below:

I understand and agree to the terms of this application according to Title 4 of the General Provisions Article of the Annotated Code of Maryland and the City of Aberdeen. I understand that I have the right to seek judicial review of a decision to deny access to any public record pursuant to General Provisions Article §4-362. If I am permitted to examine records, I shall not alter, falsify, cancel, destroy, mutilate or remove any part thereof, under penalty of law. I understand that Freedom of Information Requests are subject to disclosure under the Maryland Public Information Act.

SIGNATURE OF APPLICANT: _____

FOR OFFICE USE ONLY

Date application received: _____ *Application No.:* _____ *Approved / Denied* _____

Requestor notified of response on: _____ *Notified of fee estimate (if applicable) on:* _____

Fee (if applicable): \$ _____ *Comments:* _____

Signature of Custodian: _____

Signature of person receiving documents: _____

City of Aberdeen Public Information Request Fees

The following are the current hourly rates and miscellaneous costs charged by the City of Aberdeen for Access to Public Records:

Copy charge: \$0.25 per page.

Administrative fee: The first two hours are provided free of charge. After that, the fee is based on the time and hourly rate of the individual staff in locating, reviewing, and producing public records, and attorney, if necessary, who must conduct the review.

Architectural/Construction Drawings:

Applicant will be charged the rate it costs to have a large document (i.e. comprehensive plans, transportation plans, architectural/construction documents, etc.) reproduced.

11" x 17"	\$ 2.50
24" x 36"	\$ 5.00
4 ft. x 3 ft.	\$10.00
20 ft. or more	Cost of reproduction/actual cost.

Recording of City Meetings: \$15.00 per DVD

Contact Kay Moore at kmoore@harfordcountymd.gov or call at 410-638-3899.

Aberdeen Police Department

\$5.00 Administrative Fee per Police Incident Report (obtain at Police Department).

Motor Vehicle Records: \$5.00 for individuals per accident report.

Photos at additional charge: \$10.00 flat fee for up to 5 sheets.