



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, and pursuant to General Provisions Article §4-1B-04, may seek the assistance of the Public Access Ombudsman.

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: _____

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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

Paper copies:

Copy charge: \$0.25 per page.

Administrative fees:

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 reproduced (i.e., comprehensive plans, transportation plans, architectural/construction documents, etc.).

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.

Other Fees:

Recording of Council Meetings: \$20.00 per DVD.
Contact Kay Moore at kmoore@harfordcountymd.gov or by calling 410-638-3899.

Police Documents and Fees:

Information is available at www.aberdeenpolice.org or by calling the Aberdeen Police Department at 410-272-2121.