

Town of Myersville Freedom of Information Act Policy

Introduction

The Maryland Public Information Act grants access to government records without unnecessary cost or delay. The Town of Myersville will provide specific, non-exempt information to the extent that it is available.

Policy

All requests must be made in writing on the official form provided by the Town and submitted to the Myersville Town Clerk.

The Town will provide access to documents as requested. However, the Town is not obligated to conduct research or investigations.

The Town is provided 30 days to comply with each request. If the information requested does not exist or is not available, the Town will inform the requestor within 10 working days from the date of receipt of the initial request.

The first two hours of search and review time is free. The hourly charge for additional time will be in accordance with the Town Fee Policy.

A per-page copy charge for all pages will be in accordance with the Town Fee Policy.

All requests will be reviewed for the purpose of discerning the availability of information requested and estimated charges, if any, to be incurred by the requestor. If it is anticipated that the charge will be in excess of \$100, the requestor will be notified and required to pay all costs in advance of receipt of the information.

An applicant who, after reviewing documents which have been produced, requests additional documents or an additional category of documents shall submit another application to review the additional documents. Such application will be considered a separate application and will be subject to all applicable time periods and fees; provided, however, that if the new application is merely supplemental to the original application, then the Town may charge the applicant for the additional search time needed to provide the additional documents without granting the two-hour grace period otherwise permitted.

The records and documents requested will be made available for the applicant's review at the Town Hall located at 301 Main Street, Myersville, Maryland during regular business days and hours which are Monday through Friday from 8AM to 4PM. The applicant should make an appointment at least 48 hours in advance of the time requested to review the documents upon notification of availability. The Town reserves the right to reject the requested time for review and to arrange an alternative time in the event that the requested time conflicts with other meetings, events or activities scheduled during the requested time.

Myersville Freedom of Information Act Form

Date: _____

Myersville Town Clerk
301 Main Street P.O. Box 295
Myersville, Maryland 21773

Dear Sir/Madam:

The purpose of this letter is to request access to: _____

Please send the above document(s) to:

Name: _____
Address: _____

Contact Information (Optional):

Telephone number: _____
Fax number: _____
Email Address: _____

(Signature)

(Print Name)