

## CITY OF LAUREL

### MARYLAND PUBLIC INFORMATION ACT (MPIA)

The City Clerk is the custodian of records for the City of Laurel and is the designated contact person for requests under the Maryland Public Information act. The City Clerk, Sara A. Green can be reached at 301-725-5300 or by email at [clerk@laurel.md.us](mailto:clerk@laurel.md.us).

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) (§10-611 et seq. of the State Government 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 it 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 fees may be charged to produce documents requested under the Maryland Public Information Act. 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:

- Copies: The first 10 pages are free; thereafter, copies are 15 cents per page. When outsourced – the actual cost will be charged.
- **There is a \$2.00 charge for information provided on a CD.**
- Staff Time: The first two hours are free; thereafter, the actual cost of the search for, preparation of, and reproduction of a public record in standard format will be charged. Staff and attorney review costs will be included in the calculation and shall be prorated for each individual's salary and actual time attributed to the search for and preparation of the public record.
- 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 or have any further questions, please do not hesitate to contact the City Clerk's Office at 301-725-5300 x2121.



**CITY OF LAUREL, MARYLAND**  
**PUBLIC INFORMATION ACT REQUEST FORM**

8103 Sandy Spring Road Laurel, Maryland 20707 Phone: 301-725-5300 Ext.

Email: [clerk@laurel.md.us](mailto:clerk@laurel.md.us) Website: [www.cityoflaurel.org](http://www.cityoflaurel.org)

**REQUESTOR INFORMATION:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

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.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

**For office use only**

RECEIVED ON \_\_\_\_\_ NOTIFICATION OF AVAILABILITY/COST ON \_\_\_\_\_

FEE PAID ON \_\_\_\_\_ INFORMATION AVAILABLE ON \_\_\_\_\_

INFORMATION RECEIVED BY REQUESTOR ON \_\_\_\_\_