

**COMMISSIONERS OF RIDGELY
MARYLAND PUBLIC INFORMATION ACT
REQUEST FOR PUBLIC RECORDS**



**2 CENTRAL AVENUE, RIDGELY, MD
410-634-2177 410-634-1343 (FAX)**

1. Requester Information

Name

Telephone Number

Street Address

City, State, Zip Code

E-mail Address

2. Records Requested

3. Fees

Hourly fees will apply for all public records requests exceeding more than 2 hours of search and preparation time. Copy fees are \$0.25 per page for black and white and \$1.00 per page for color and apply regardless of whether public records are produced electronically or in paper form. Other fees will apply for copies larger than 8 ½ X 11. The Town reserves the right to charge for staff time on an hourly basis. Deposits for fees may be required, and all fees must be paid before public records are produced. Checks must be made payable to The Commissioners of Ridgely. There is a returned check fee of \$25.00.

By my signature, I consent to pay all costs incurred for search, duplication, and review of materials

Signature of Requester: _____

All requests for Town public records must be submitted in writing. Every effort will be made to promptly respond to such requests; however, due to the limited amount of office staff and work load, the time it takes to respond to each request varies depending on the complexity of the request and the backlog of pending requests. In some circumstances, the Town will be able to respond to the request within 30 days; however, some requests may require additional time. When the Town requires an extension of time, you will be notified in writing and provided with an opportunity to modify or limit the scope of your request.

Incomplete applications will not be processed