

Town of Elkton

Administration Office, 100 Railroad Avenue, P.O. Box 157, Elkton, Maryland 21922 (410) 398-0970

**Request to inspect and/or receive public record(s)**

The Town of Elkton, in conformance with the provisions of Public Information Act, Annotated Code of Maryland, General Provisions Article, § 4-101, et seq., shall provide an opportunity for the inspection of public records and/or shall provide copies of public records, as set forth under law, to the applicant. The applicant means a person or governmental unit that asks to inspect a public record.

**INSTRUCTIONS**

Please complete this application, including name, address, telephone number and a description of the public record(s) requested. The Town of Elkton will review the application and provide the applicant any appropriate public record in the custody of the Town of Elkton at a reasonable time for inspection or shall reproduce any appropriate public record in a reasonable amount of time, not to exceed thirty (30) days from the date of request, and make said reproduction available to the applicant. If the Town of Elkton is not the custodian of a public record requested by the applicant, the Town will notify the applicant within ten (10) working days of the date of request. If the Town denies, or temporarily denies, access to a public record protected under law, the Town of Elkton shall notify the applicant immediately and additionally provide said denial in writing within ten (10) working days. Such written denial shall include the reasons for the denial, the legal authority under which the denial is made and notice of remedies provided under law. The Town of Elkton may petition the circuit court to continue the denial of any public record which the Town of Elkton deems would cause substantial injury to the public interest.

**FEES**

The Town of Elkton shall charge the following fees for reproducing public records: Materials: \$0.25/page (8 1/2" x 11"); \$0.35/page (11" x 17"); \$5.00/page (large drawing reproductions); \$10.00/DVD (60 minute); Map – cost of reproduction; Photograph – cost of reproduction @ \$3.00/page (8 1/2 " x 11") photographic reproduction (color/black & white scanned and printed); Other photograph – cost of reproduction (unless, as provided above); Electronic media – cost of reproduction; Personnel: Labor cost exceeding two (2) hours @ \$20.00/hour/person (research, preparation and reproduction); Facilities: Cost of facilities and services, as invoiced to the Town of Elkton. Waiver: The Town of Elkton may waive a fee(s) if: the applicant requests a waiver of the fee(s); the applicant is financially unable to pay the fee(s); the public interest would be served if a waiver of fee(s) was granted by the Town of Elkton.

**APPLICANT**

Request for inspection of Public Record:  Request for Reproduction of Public Record:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Description of Public Record(s): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

<b>FOR OFFICIAL USE ONLY</b>		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Temporarily Denied <input type="checkbox"/>
Official's Name/Initials _____ / _____		
Denial: Statutory <input type="checkbox"/> Reason for Denial: _____		
Date of Inspection: _____	Date of Availability of Reproduction: _____	Fees Due: \$ _____
Attachments: No <input type="checkbox"/> Yes <input type="checkbox"/> Describe: _____		