

ACCESS TO PUBLIC RECORDS APPLICATION
OF THE
CARROLL COUNTY BOARD OF ELECTIONS

TO APPLICANT: Please read the instructions carefully before completing application. No determination will be made unless a completed application form has been received. Once an application is received the Board's Custodian of Records will either grant the application in writing within thirty (30) days of receipt of the application, or if the application is denied the applicant will be notified in writing within ten (10) business days of receipt of the application of the reason and legal authority for disapproval of the application. To avoid delays be very specific in your request. If you should have any questions, contact the Election Director at the Carroll County Board of Elections at 410-386-2958.

This application is in accordance with section 4-103 through 4-601 of the General Provisions Article of the Maryland Annotated Code which governs access to public records.

(PLEASE PRINT CLEARLY)

DATE _____

NAME _____
 LAST FIRST MIDDLE INITIAL

ADDRESS _____

TELEPHONE# _____ E-MAIL _____

RECORDS REQUESTED (BE SPECIFIC):

DO YOU NEED TO SCHEDULE AN APPOINTMENT TO REVIEW PUBLIC RECORDS?
YES _____ NO _____

CHARGES AND FEES

Under Maryland Law, the official Custodian of Records may charge an applicant a reasonable fee for the search for, preparation of, and reproduction of a public record, prepared, on request of the applicant, in a customized format; and the actual costs of the search for, preparation of, and reproduction of a public record in standard format, including media and mechanical processing costs.

Any fees charged for the search and preparation of the public record begin to accrue after two (2) hours. The first two (2) hours are not subject to cost for time.

Charges are applied to activities such as locating the records; reviewing and redacting the records for non-public information; and making of copies or reproductions.

The charge reflects cost of supplies, such as paper and toners as well as any maintenance costs for equipment. A factor for copying time spent by the Board personnel are also included. These copying fees also apply to duplicating electronic and other media.

The charge also reflects salary and expense costs.

The following are current charges are:

- (1) Attributable cost of employee or contractor time for tasks such as locating records; reviewing records for non-public information and the making of copies or reproductions
- (2) \$.25 per page for making a photocopy of a record.
- (3) cost of supplies for copying digital or other media.

I understand and agree to the terms of this application according to the General Provisions Article of the Annotated Code of Maryland.

SIGNATURE OF APPLICANT _____

FOR OFFICE USE ONLY: APPLICATION NUMBER _____

DATE APPLICATION RECEIVED _____

DATE RESPONSE WAS SENT _____

APPROVED/DENIED _____

CALCULATIONS OF CHARGES _____

COMMENTS:

SIGNATURE OF CUSTODIAN

DATE