



Town of Berlin Public Information Act Request Form

Name:		Date:	
Address:		Telephone:	
City, State Zip:		Fax:	
Email:		Other Contact:	
Preferred Method of Delivery	<input type="checkbox"/> U.S. Mail/ <input type="checkbox"/> Fax/ <input type="checkbox"/> E-mail/ <input type="checkbox"/> View at Town Hall/ <input type="checkbox"/> Other _____		

1. Records or Information Requested: *(Please be as specific as possible, i.e., "FY2013 Audit Report" rather than "Financials")* The Town of Berlin will produce the requested documents within thirty (30) days if the documents are available. If fulfillment takes longer than 30 days, or your request is denied, you will be notified within ten (10) days.

_____	_____
_____	_____
_____	_____

2. Form of Fulfillment: (Please see important information regarding possible fees.)

- ☐ Inspect documents only—documents will be made available for your review, in the presence of a staff member, at Berlin Town Hall, 10 William Street, Berlin, MD 21811, at an agreed-upon time/date, during regular business hours, Monday-Friday, 8:30 AM to 5:00 PM, except holidays.
- ☐ Receive paper copies of documents.
- ☐ Receive electronic copies of documents. Documents will be scanned and emailed, unless the resulting electronic file is too large. If too large, you will be contacted to select an alternative delivery method.

2. Method of Delivery for Paper Copies: (please see important information regarding possible fees.)

- ☐ Pick up documents. You will be notified by telephone or email when documents are available.
- ☐ Mail to the address indicated above.

2. Calculation of Fee: (no fee will be assessed if totaling \$1.00 or less)

- Paper copies of documents will incur a cost of \$.25 per page, unless a separate departmental fee schedule applies.
- If mailed or otherwise delivered by a third party, an additional cost for such service may be incurred.
- Regardless of delivery method, if the request requires more than two (2) hours to research and compile, you may be charged an administrative cost for the employee's time after the first two hours. You will be notified of the estimated cost and, if the scope of work is extensive, a \$10.00 or 25% deposit (whichever is greater) may be required. ☐ Please check here if you wish to receive an estimate of the fee before proceeding with fulfillment.

I, the undersigned, agree to the conditions as outlined above.

Signature _____

For Office Use only: Date Rec'd. _____ Date Approved/Denied: _____ By: _____

Actual Fee:

Departmental Document Fee: \$ _____
Other Paper Document Fee: # _____ sheets X \$.25=\$ _____
Postage/Other Delivery: _____ Administrative: \$ _____
TOTAL (Est.): \$ _____

Deposit Paid: \$ _____ Bal \$ _____

Date Paid in Full: _____

Delivery Date: _____ or Picked Up By: _____ Date: _____

Method of Delivery: ☐ U.S. Mail ☐ Fax ☐ E-mail

☐ Other _____

Tracking # _____



Town of Berlin
List of Immediately Available Public Records
(Maryland Public Information Act, General Provisions Article, Section 4-201(c))

In accordance with Section 4-201(c) of the Maryland Public Information Act, the Town of Berlin designates the following public records as being available immediately for public inspection and identifies the physical custodians of different types of public records to whom requests for inspection should be addressed:

Immediately Available Documents

www.berlinmd.gov

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|--|--|
| • Town Zoning Map | • Comprehensive Plan |
| • Agendas & Minutes for Town Council and Board/Commission Meetings | • Strategic Plan |
| • Financial Reports | • Consumer Confidence Report |
| • Town Charter and Code | • Contact Directory with Phone Numbers |
| • Town Council Meeting Calendar | • Elected Officials Information |
| • Boards & Commissions Meeting Calendar | • Municipal Election Information |
| • Charter Amendments, Ordinances, and Resolutions | • Fiscal Year Budgets |
| | • Newsletters |
| | • Tax Rates |
| | • Water and Sewer Rates |

www.berlinmdpd.org

- | | |
|--------------------------------|---|
| • Agency Policies & Procedures | • Compliments and Complaints Procedures |
| • Command Staff | • Internal Affairs Annual Summaries |
| • Mission Statement & Values | • Organizational Charts |

Public records listed on this public records list are intended to be available (i) immediately on the Town's internet website or the Berlin Police Department's website, or (ii) for records listed on this public records list that are not kept on the Town's or the Police Department's website, not later than two (2) working days after the physical custodian of records receives a written request for such records.