

## **TOWN OF UPPER MARLBORO POLICY FOR PUBLIC INFORMATION REQUESTS**

Effective: March 19, 2019

The Town of Upper Marlboro is a Chartered Municipality governed by officials that swear, under oath, to uphold the Constitution and Laws of the State of Maryland. The Charter of the Town of Upper Marlboro can be found on the Town Website at: [www.uppermarlboromd.gov](http://www.uppermarlboromd.gov), or, on the Maryland.gov website at: <http://msa.maryland.gov/msa/mdmanual/37mun/upper/html/u.html>, or, on the Maryland Municipal League website at: <https://www.mdmunicipal.org/190/Municipal-Charters>.

The Town of Upper Marlboro provides access to public records in accordance with Maryland's Public Information Act (MPIA). Certain public records may not or cannot be disclosed pursuant to several statutory exceptions found in the MPIA. The Town Clerk is the Town's official [Records Custodian](#) for all MPIA requests. Requests for information under the MPIA only require production of existing documents in the Town's custody. The MPIA does not require the Town to compile information from existing documents or create records in response to MPIA requests.

1. The bulleted list below shows the documents that are immediately available upon request.
2. The Records Custodian will reply to requests in writing, with an estimated time for delivery, or denial, within 10 days after receipt of request. All requests, whether documentation is immediately available or not, require submission using the Town's [Public Information Request Form](#).
3. Submit requests to: Town of Upper Marlboro, Records Custodian, 14211 School Lane, Upper Marlboro, MD 20772, or, email to: [info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov).
4. If paper copies totaling more than 4 pages are requested, fees will be assessed according to the Town Service Fees schedule (see attached [Resolution 2019-03](#)) and are payable in advance. If the total fees are not immediately known, the Town Clerk will respond within 30 days with total costs.
5. For items that are not readily available, a search and preparation fee of \$35 per hour will be applied for staff labor that exceeds the complimentary 2 hours at no charge. Research or disclosures requiring Legal Counsel review will be charged an hourly rate assessed per each request's specific parameters.
6. Requests will normally be satisfied within 30 calendar days, unless the request has been denied or information cannot be retrieved within that time period, or if the requested document(s) do not exist—in which case, the Records Custodian will respond to requests in writing and within 10 business days as to the reason for the denial or delay.
7. Should you wish to have denials for Public Information requests reviewed by the President, you may make your request known, or you may also seek judicial review under Md. Ann. Code, GP Art. §4-362, or, refer any concerns about this decision to the Public Access Ombudsman (OAG) pursuant to GP § 4-1B-01 et seq.

### DOCUMENTS IMMEDIATELY AVAILABLE FROM THE TOWN CLERK

- Town Charter (36 pages)
- Town Ordinances (1976 to present)
- Town Resolutions (1977 to present)
- Monthly Treasurer's Reports/Financial Statements
- Annual Detailed Line Item Budget (approved in June)
- Minutes from monthly Board Town Meetings & Work Sessions
- Minutes from Official Town Committee meetings.

*(see next page for guidelines on submitting requests)*

## GUIDELINES FOR SUBMITTING PUBLIC INFORMATION REQUESTS

MPIA requests will be accepted by the Town of Upper Marlboro Records Custodian, in writing or by email only (not by phone or text messaging.)

Please email, or hand-write, requests for documents listed as IMMEDIATELY AVAILABLE.

For requests for documents NOT listed as IMMEDIATELY AVAILABLE, please use the Town of Upper Marlboro [MARYLAND PUBLIC INFORMATION ACT REQUEST FORM](#)

For ALL requests . . .

- Please provide your full name, address and contact information, and date of submission.
- Indicate whether you require EXAMINATION of documentation, and/or, COPIES of documents.
- Make your request as specific as possible. Details should include specific dates, and/or, time frames; document names or subject matter; and specific locations and/or addresses.
- You will receive reply from the Records Custodian within 10 days after receipt of request.

Mail to:

Town of Upper Marlboro  
Records Custodian  
P.O. Box 280  
Upper Marlboro, MD 20773

Hand-Deliver to:

Upper Marlboro Town Hall (Monday—Friday; 9 am–5 p.m. except Holidays)  
14211 School Lane  
Upper Marlboro, MD 20772

Email to: [info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)

Question? call: (301) 627-6905

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