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|---|------------------------|--|
| POLICY TITLE:<br><b>Public Information Act Requests</b>                 |                        |  |
| ADOPTION/EFFECTIVE DATE:<br><b>11/13/2006</b>                           | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED:<br><b>12/13/2010</b> |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:<br><b>District Management</b> |                        |  |

### I. Purpose

The purpose of this policy is to establish regulations regarding responses to requests made to the Board pursuant to the Maryland Public Information Act (MPIA) Section 10-611, *et seq.* of the State Government Article of the Maryland Annotated Code.

### II. Policy Statement

A The Board affirms its commitment to compliance with the Maryland Public Information Act (MPIA) Section 10-611, *et seq.* of the State Government Article of the Maryland Annotated Code. Pursuant to the MPIA, the Board sets forth the following provisions for implementation of the MPIA.

#### B. Document designation

1. The following documents are designated as general information documents.
  - a. Minutes of Board meetings.
  - b. School Calendar.
  - c. Parent Handbook.
  - d. Board Meeting Agendas.
  - e. Board Policies.
  - f. Any materials which can be viewed on the Board's website at the time of the request.
2. General information documents may, at the discretion of the custodian of such records or the Superintendent:
  - a. be released immediately;
  - b. be released upon written or verbal request;

- c. be released without a request under the MPIA;
  - d. be released without fee or charge;
  - e. be released either by forwarding same to the requestor, with or without charge, either by mail, hand delivery or electronically without requiring the requestor to personally appear and inspect the document.
3. With respect to all documents not listed above, the requestor shall be required to personally appear to inspect, review and/or photocopy any such documents in conformity with the MPIA.
- C. All requests made under the MPIA shall be turned over to Board counsel for review and response.
- D. Fees
- 1. The custodian may charge a requestor a reasonable fee for the search for; preparation and reproduction of a public record provided, however, that the custodian shall not charge any such search or preparation fee for the first two hours of time that is needed to respond to an MPIA request. Such fee shall be based on the actual cost of the employee time needed to respond to the MPIA request.
  - 2. The fee for photocopying any requested document is twenty cents (\$ .20) per page unless the document is of such nature that the fee exceeds twenty cents (\$ .20) per page (e.g. magnetic tapes, blueprints, microfilm), in which case the fee for reproduction shall be the actual cost of reproduction. A requestor may seek a waiver of photocopy charges either in whole or in part. Such request shall be considered by the custodian, Superintendent or Board counsel who shall grant or deny their request in accordance with the MPIA.
  - 3. Before searching for and reproducing a record, the custodian, Superintendent or Board counsel may estimate the costs of the search and reproduction and obtain prepayment of the estimated fee or a portion thereof from the requester.
- E. Time and Place of Inspection

With reasonable advance notice, a requestor may inspect any public record that he/she is entitled to inspect during the normal working hours of the school system. The inspection shall take place in the presence of the

custodian or the custodian's designee at such location as the custodian, Superintendent or Board counsel deem practical.

**Board Approval Acknowledged By:**



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Robert M. Tomback, Ph.D., Secretary and Treasurer  
Board of Education of Harford County

| Policy Action Dates |            |        |      |        |      |
|---------------------|------------|--------|------|--------|------|
| ACTION              | DATE       | ACTION | DATE | ACTION | DATE |
| Adopted             | 11/13/2006 |        |      |        |      |
| Reaffirmed          | 12/13/2010 |        |      |        |      |
|                     |            |        |      |        |      |
|                     |            |        |      |        |      |

| Responsibility for Policy Maintenance & References |                 |                                      |  |  |  |
|--|-----------------|--------------------------------------|--|--|--|
| LAST EDITOR/DRAFTER NAME:                          |                 | JOB POSITION OF LAST EDITOR/DRAFTER: |  |  |  |
| Patrick Spicer                                     |                 | General Counsel                      |  |  |  |
| PERSON RESPONSIBLE:                                |                 | JOB POSITION OF PERSON RESPONSIBLE:  |  |  |  |
| DESIGNEE NAME:                                     |                 | JOB POSITION OF DESIGNEE:            |  |  |  |
| REFERENCE 1 TYPE:                                  | REFERENCE 1 NO. | REFERENCE 1 DESCRIPTION:             |  |  |  |
| REFERENCE 2 TYPE:                                  | REFERENCE 2 NO. | REFERENCE 2 DESCRIPTION:             |  |  |  |
| REFERENCE 3 TYPE:                                  | REFERENCE 3 NO. | REFERENCE 3 DESCRIPTION:             |  |  |  |
| REFERENCE 4 TYPE:                                  | REFERENCE 4 NO. | REFERENCE 4 DESCRIPTION:             |  |  |  |
| REFERENCE 5 TYPE:                                  | REFERENCE 5 NO. | REFERENCE 5 DESCRIPTION:             |  |  |  |
| POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:           |                 |                                      |  |  |  |