



ADMINISTRATIVE PROCEDURE

PUBLIC INFORMATION ACT REQUESTS

1120

Procedure No.

April 1, 2005

Date

- I. **PURPOSE:** To provide procedures related to public information act requests.
- II. **BACKGROUND:** The Maryland State Government Article, Section 10-612, establishes the public's right to access information about the affairs of government and the official acts of public officials and employees. To protect public records and to prevent unnecessary interference with school system business, these procedures are being adopted to govern the timely production and inspection of a public record.
- III. **PROCEDURES:** All persons are entitled to have access to the school system's public records. Requests for information must be submitted in writing to the Legal Office.

Pursuant to State law, the school system shall respond to the requests for information within 30 days after receiving an application for information.

The review of any requested documents must be performed in the presence of a school system employee designated by the Chief Executive Officer. The requesting person may not remove any documents.

A school system employee must copy the requested documents. The party requesting the information must pay the school system \$.50 per page. This fee must be paid prior to the release of any information. In addition, the school system reserves the right to assess a fee for the cost of research when the research exceeds one hour. The fee for research is \$50.00 per hour.

Access to information will not be provided at a time or in a manner that disrupts the normal operation of the school system.

In accordance with State law, the school system will deny inspection of a public record or any part of a public record if:

1. by law, the public record is privileged or confidential information; or
2. the inspection would be contrary to a State statute, a federal statute or a regulation that is issued under the statute and has the force of law, the rules adopted by the Court of Appeals, or an order of a court of record.

The school system will retain copies of all information requests and the system's response to these requests on file for a three-year period.



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- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Legal Office and will be updated as appropriate.
- VI. **CANCELLATION AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 1120, dated May 1, 2000.
- VII. **EFFECTIVE DATE:** April 1, 2005.

Approved by:
André J. Hornsby
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11