



**CITY OF WESTMINSTER**

**PUBLIC INFORMATION ACT REQUEST**

1. NAME: \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. PHONE \_\_\_\_\_ 4. EMAIL: \_\_\_\_\_

3. DESCRIPTION OF PUBLIC RECORD(S) TO BE INSPECTED:

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Send or deliver to the City Clerk, 56 West Main Street, Westminster, Maryland 21157 or [mwolf@westgov.com](mailto:mwolf@westgov.com). Forms may also be faxed to 410.857.7476.

## ***PROCESSING OF PUBLIC INFORMATION ACT REQUESTS IN THE CITY OF WESTMINSTER***

It is the policy of the City of Westminster to facilitate access to its public records, when law allows access, by minimizing costs and time delays to requestors. All requests, except requests for records of the Westminster Police Department,<sup>1</sup> must be made using the form on the reverse and submitted to the City Clerk. In situations where the City Clerk is not the official custodian of (that is, the person responsible for keeping) the records requested, the Clerk will immediately convey the request to the official custodian. Within 30 days, the official custodian will notify the applicant of the date, time, and location of the availability of the records for inspection and of any anticipated charges for time spent in gathering and preparing the records for inspection. Photocopies, after the first four pages, cost \$.25 per page. If a request is denied, the official custodian shall notify the applicant within 30 days and shall provide the reasons for the denial, the legal authority for the denial, and the remedies available to the applicant.

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<sup>1</sup> The Westminster Police Department has separate regulations for processing Public Information Act requests.