



ADMINISTRATIVE OPERATIONS

Public Information Act Requests: Schedule of Fees

The Maryland Public Information Act, Maryland State Government Code Ann., §10-621, permits a governmental agency to set reasonable fees for the search, preparation, and copying of public records.

As such, this Schedule of Fees shall be followed by all Baltimore County Public Schools staff members when responding to requests for public information presented under the Maryland Public Information Act or the Federal Freedom of Information Act (5 U.S.C. §522). Requests for student records are not covered by this rule. As used in this rule, “applicant” refers to the person or entity requesting access to or copies of public records.

Requests for public records must be directed, in writing, to the appropriate custodian of record.

I. Photocopies

- A. The fee for each copy made by a photocopied machine owned or operated by the Baltimore County Public Schools is 25¢ per page.

No charge shall be made when the total fee does not exceed \$1.00.

- B. The fee for each copy made other than by the Baltimore County Public Schools shall be based on the actual cost of reproduction.

If the requested record cannot be copied on the premises of the Baltimore County Public Schools, the applicant requesting the information shall be directed to reimburse directly the agency or facility making the copy.

- C. When an applicant requests that a copy of a public record be certified officially by the Superintendent or by a member of his administrative staff, an additional fee of \$1.00 per page shall be charged.

II. Search and Preparation

- A. The Superintendent will not impose a charge for the first two hours than an employee spends to respond to a request for public records.

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- B. When staff time to search for requested public records or to prepare public records for inspection and copying exceeds two hours, the charge for such search and preparation shall be assessed at a reasonable rate, to be no less than \$25.00 per hour for clerical staff time and no less than \$45 per hour for professional staff time.

III. Payment

- A. Prior to copying a public record, staff members shall estimate the cost of reproduction and demand prepayment of the cost from the applicant.
- B. Payment shall be remitted to the Baltimore County Public Schools by money order or certified cashier's check.

Waivers of this Schedule of Fees may be granted, as provided by the Public Information Act.

Legal References: *Annotated Code of Maryland*, State Government Article §10-611, *et seq.*

Related Policies: Board of Education Policy 5230, Student Records

Rule
Adopted: 11/6/01

Superintendent of Schools