



Town of Sykesville

7547 Main Street, Sykesville, MD 21784

p: 410.795.8959 f: 410.795.3818

townofsykesville.org

Freedom of Information Act Request Form

To Applicant: Please read the instructions carefully before completing application. No determination will be made unless a complete application form has been received. Once an application is received the Town will either grant or deny the application in writing within 30 days. Print clearly in black ink. To avoid delays, be very specific in your requests. If you should have any questions, contact the Custodian of records at town@sykesville.net or 410-795-8959.

This application is in accordance with Title 10, Subtitle 6 of the State Government Article of the Maryland Annotated Code which governs access to public records in the Sates of Maryland.

The following information is necessary in order to file a Freedom of Information Act Request:

Date: _____

Full Name: _____

Current Address: _____

Email Address: _____

Phone Number: _____ Cell Number: _____

Describe the specific record(s) you seek with enough detail so that a knowledgeable official of the activity may locate the records with a reasonable amount of effort. Please include date of incident, location of incident, report number, etc.

Additional Information:

- Detail information should be provided with a description of the event. The more information provided we will be better able to find the information you are requesting.
- Do you need copies? If so how many?
- Do you need to review public records? You will need to make an appointment.
- The Freedom of Information Act (FOIA) is not an investigation arm, nor can it respond to requester’s questions. The FOIA only provides you the right to request Government records from specific documents, records and files of the Federal Government and after receipt of that information; you must then draw your own conclusions and take action as appropriate.

Fees:

The following are the current rates charged by the Town of Sykesville for Public Access Records.

- \$19.00 per hour after 1st two hours – locating and reviewing records, supervising the review of the records and making copies.
- \$.25 per copy – making or supervising the making if the copy of records.
- \$19.00 per hour after 1st two hours – recording of Town meetings plus the cost for supplies.

PLEASE READ AND SIGN BELOW

I have read and understand all information outlined above and I agree to the terms of this application according to Title 10, Subtitle 6 of the State Government article of the Maryland Annotated Code and the Town of Sykesville.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Application Received: _____

Date Response Mailed: _____

Approved/Denied: _____

Charges: _____

Comments: _____

Signature of Custodian

Date