

ATTACHMENT B

CITY OF GLENARDEN

MARYLAND PUBLIC INFORMATION ACT (MPIA)

Fee Schedule

Local governments are authorized by law to recover the direct costs of providing information to an MPIA requestor. The City of Glenarden has established a fee schedule to recover its direct costs. The fee schedule sets hourly rates for the time it takes an employee to search for the information requested, as well as the time it takes to complete the MPIA review of the information (to determine which information may be released and which is exempt from disclosure). This fee schedule provides the City's cost for reproduction, computer searches, and information released on electronic media.

It is the policy of the City of Glenarden to require prepayment of such fees, to notify the applicant of the fees incurred, and that said fees must be paid in full prior to the release of the documents. The fee schedule is below. All fees shall be paid through the City Administration Office.

- Copies: Copies are 50¢ per page. The actual cost will be charged when outsourced.
- Staff Time: The first two hours are free; thereafter, \$18/hour is charged for staff time for search, preparation and production of records for inspection and copying. Different charges may apply if staff members with certain expertise are utilized.
- Copy of meeting audio cassette/digital tape: \$5.00 per tape (in-house) or actual cost when outsourced.
- Copy of meeting video (DVD) tape: actual cost when outsourced.
- Payment shall be made in cash, by credit card, or check payable to "The City of Glenarden" and must be received prior to the release of the documents.

If you have any questions about the administration of the above guidelines, please do not hesitate to contact the City Administration Office at 301-773-2100.