



St. Mary's County Metropolitan Commission

23121 Camden Way, California, MD 20619

*Serving our customers since 1964*

[www.metcom.org](http://www.metcom.org)

Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301-737-7400

## **REQUEST FOR PUBLIC INFORMATION**

Date of Request:

Requestor Name:

Mailing Address:

Contact Telephone No:

Email:

Documents Requested:

Public Information Request form must be completed & emailed to: [PIArequests@metcom.org](mailto:PIArequests@metcom.org)  
or mailed to the address at the top of this letterhead, ATTN: PUBLIC INFORMATION REQUEST

Please note: Dependent upon the request, your preferred method of delivery may not be available.

Mailed via regular mail

Via Email

Available for pick-up

Available for inspection

For office use only

Date Received: \_\_\_\_\_ 10 day ltr sent: \_\_\_\_\_ 30 day date: \_\_\_\_\_

Department: \_\_\_\_\_ Date materials provided to Requestor: \_\_\_\_\_ Method: Mail / Email / Pickup

## Public Information Act Schedule of Fees

The Maryland Public Information Act provides that a custodian may charge an applicant a reasonable fee for the search, for preparation of, and reproduction of a public record. A "reasonable fee" means a fee bearing a reasonable relationship to the recovery of actual costs by a governmental unit.

Two hours of time for search and preparation of a public record for inspection are provided without charge.

The applicant will be charged for additional time as follows:

Staff of the Engineering, Inspections & Construction Department,  
Operations & Maintenance Department, Fiscal, Billing &  
Procurement Department, IT Department, Human Resources,                      \$30.00 / hour  
Administration & Board of Commissioners

Photocopies: \$.10 per page

For larger copies, charges are as follows per page:

Black & White: 24" x 36" @ \$ 1.20  
                          36" x 48" @ \$ 1.60  
Color:                24" x 36" @ \$ 2.40  
                          36" x 48" @ \$ 3.20

For requests that will require a substantial amount of time for search, preparation, or supervised inspection, an estimate of fees will be prepared beginning the search, and a deposit may be required.