

**TOWN OF GALENA  
APPLICATION TO INSPECT/COPY PUBLIC RECORDS**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Public Records Requested – Please identify specific records clearly:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Public Record Inspection/Delivery Method**

- In Person Inspection – Preferred Dates/Times: \_\_\_\_\_
- Mail – Address: \_\_\_\_\_
- Email – Address: \_\_\_\_\_

**INSPECTION & RESPONSE TIME**

Requests for inspection or copying of public records are processed in accordance with the Maryland Public Information Act.

The Town of Galena will acknowledge receipt of a request within 10 working days and will grant or deny the request, in whole or in part, within the timeframes required by law. If additional time is needed due to the scope or complexity of the request, the requester will be notified.

**FEES**

There is a charge of \$0.25 per single-page, black-and-white copy and \$0.50 per double-sided, black-and-white copy.

Additional fees may apply for search, preparation, redaction, copying, or postage as permitted by law. If applicable, the requester will be notified of any estimated fees prior to processing. Fees may be waived or reduced if disclosure is determined to be in the public interest.

**PUBLIC RECORDS FORMAT**

Most Town records are maintained electronically, and limited hard copies may be available for in-person inspection at Town Hall. Records may be provided electronically or by mail upon request when available.

Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

**DATE REQUEST RECEIVED:** \_\_\_\_\_

**DATE REQUEST GRANTED (IN WHOLE OR IN PART):** \_\_\_\_\_

**DATE REQUEST DENIED:** \_\_\_\_\_

**REASON FOR DENIAL (IF APPLICABLE):** \_\_\_\_\_

\_\_\_\_\_

**CUSTODIAN/AUTHORIZED SIGNATURE:** \_\_\_\_\_