

**Hagerstown Community College  
Procedures for Requests for Information  
Under the Maryland Public Information Act**

These procedures shall serve as guidelines for requests for public records maintained by Hagerstown Community College. All requests and responses must comply with the provisions of the Maryland Public Information Act (hereafter "MPIA") and these procedures. The law does not require a public agency to create documents. These procedures do not supersede the MPIA and any inconsistencies will be resolved in accordance with the law.

<https://www.marylandattorneygeneral.gov/pages/opengov/pia.aspx>

**Submission of Requests**

Requests for public records may be requested by emailing Senior Director of Public Relations and Marketing at [elkirkpatrick@hagerstowncc.edu](mailto:elkirkpatrick@hagerstowncc.edu) or by using the form provided here (Link Form) The Senior Director serves as the MPIA coordinator to determine the custodian of record and coordinate a response in compliance with the MPIA.

**Timelines for a Response to a Written Request**

In general, the applicant will receive a confirmation of receipt of the request within 5 working days.

- A. The public record will be made readily available if possible or within a reasonable period that is needed to retrieve the public record, but not more than 30 days after receipt of the application.
- B. If it will take more than 10 working days to produce the public record, the coordinator shall indicate in writing or by electronic mail within 10 working days after receipt of the request and provide the following information: the amount of time that the custodian anticipates it will take to produce the public record, an estimate of the range of fees that may be charged to comply with the request for public records; and the reason for the delay.
- C. If denied, within 10 working days, the applicant will receive a written statement that provides the following information: the reason for the denial; a brief explanation of why the denial is necessary; an explanation of why redacting information would not address the reasons for the denial; the legal authority for the denial; and without disclosing the protected information, a brief description of the undisclosed record that will enable the applicant to assess the applicability of the legal authority for the denial; and notice of the remedies under the law.

With the consent of the applicant, any time limit imposed by this regulation may be extended for an additional period not to exceed 30 days.

## **Applicable Fees**

- A. The College's fees associated with requests for information are based on the time required to search, assemble, and copy the records requested. Charges are based on the following:
1. The personnel charge required to prepare the report(s) is assessed on an hourly rate, based on the position grade deemed most appropriate to process the request. The fee may also include fees for legal review if applicable. No fee will be assessed for the first two hours incurred. (The amount of staff time required will vary, depending on the nature of the request.)
  2. When electronic copies are not easily produced, the copy charge is \$.15 per page if reproduction can be made on a standard photocopying machine, with \$.40 per page for color. If records are not susceptible to reproduction on a standard machine, the fee for copies will be based on the actual cost of reproduction.
  3. Records may be made available for inspection on site at a mutually convenient time established by the parties.
  4. Upon request, the fee may be waived under this section if the applicant asks for a waiver and the applicant is indigent and files an affidavit of indigency or after consideration of the ability of the applicant to pay the fee and other relevant factors, the coordinator determines that the waiver would be in the public interest. This may occur in consultation with legal counsel and/or the President.

## **Transparency and Proactive Disclosure**

The College recognizes the importance of making readily available public information accessible on its website and is committed to ensuring good faith efforts to do so and providing a searchable feature for convenience of the public.