

**ST. MARY'S COUNTY GOVERNMENT**  
**OFFICE OF THE COUNTY ATTORNEY**

*Buffy Giddens, Deputy County Attorney*  
*John Sterling Houser, Assistant County Attorney*



**Commissioners of St. Mary's County**  
James R. Guy, President  
Michael R. Alderson, Jr., Commissioner  
Eric Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Scott R. Ostrow, Commissioner

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## Request for Public Information

Date of Request:

Name:

Mailing Address:

Daytime Phone No:

Document(s) Requested:

Would you like the information: (Please indicate)

mailed

e-mailed

available for pick-up

available for inspection?

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

Public Information Request must be completed and e-mailed to: [brandy.mckelvey@stmaryscountymd.gov](mailto:brandy.mckelvey@stmaryscountymd.gov)

Faxed to: 301-475-4660; or mailed to the address below:

Office of the County Attorney  
P.O. Box 653 41770 Baldrige Street  
Leonardtown, MD 20650

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For office use only

Date received:

Department:

30 day date:

Date sent:

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 at the hourly rate of the staff member performing the search and preparation of requested documents.

Photocopies: .10 per page

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