



THE TOWN OF CENTREVILLE 101 LAWYERS ROW CENTREVILLE, MD 21617  
410-758-1180 FAX 410-758-4741 WWW.TOWNOFCENTREVILLE.ORG

**TOWN OF CENTREVILLE**  
**Maryland Public Information Act**  
**Request for Information**

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

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

\_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Date Requested: \_\_\_\_\_

Indicate Items Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Per State Law, I understand that the Town may identify certain items not to provide relating to this request, and I agree to reimburse the Town of the cost of providing the requested information.

Applicant's Signature: \_\_\_\_\_

\_\_\_\_\_

Date Information Request Received: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**TOWN OF CENTREVILLE**  
**Maryland Public Information Act**  
**Cost Recovery Schedule**

Copying costs	\$0.20/copy (2 sided pages are considered 2 copies) plus preparation time as below if over two (2) hours
Duplication of electronic files	Actual cost of disk or flash drive plus preparation time as specified below if over two (2) hours
Search and Preparation	The cost for the search and preparation of documents for inspection and copying are calculated by prorating the salaries of the staff and attorney involved in the response by the actual time spent searching for and preparing the record for disclosure. The first two (2) hours of search and preparation are at no cost.