



Maryland Public Information Act

Records Request Form

Department of General Services

200 N. Holliday Street, 8th Floor
Baltimore, MD 21202

Email: dgs.communication@baltimorecity.gov

Requestor Name: _____ Date: _____

Company Name (if applicable): _____

Requestor Address: _____ Telephone: _____

City/County: _____ State: _____ Zip: _____

Email: _____

DGS Division for which the information is being requested:

- ☐ Fleet
- ☐ Facilities
- ☐ Capital Projects
- ☐ Energy
- ☐ Administration
- ☐ Other (i.e. other City agency): _____

Please describe the records you are requesting:

Timeframe for the records you are requesting: From: _____ Through: _____

Please note:

Requests for documents will be responded to promptly, and in any event within 30 calendar days, absent circumstances justifying taking more time. Thank you for your patience.

The MPIO permits agencies to charge a reasonable fee for copying records and for searching for public records. Search fees may include the time spent locating and reviewing the requested materials. While the first two hours of search time are provided at no cost, extensive searches can be time-consuming and may result in additional charges.

For internal use only

Date received: _____ Date issued: _____ Issued by: _____