



# Maryland Public Information Act Records Request Form

## Department of General Services

200 N. Holliday Street, 8<sup>th</sup> Floor  
Baltimore, MD 21202

Email: [dgs.communication@baltimorecity.gov](mailto: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
- ☐ 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: \_\_\_\_\_