

# TOWN OF CHEVY CHASE VIEW

## REQUEST FOR INFORMATION UNDER THE MARYLAND PUBLIC INFORMATION ACT (Please Print)

### REQUESTER

Name:

Date:

Name of Organization:

Address:

Phone #:

Email Address:

### INFORMATION REQUESTED

Pursuant to Section 4-101, *et seq.* of the General Provisions Article, Annotated Code of Maryland, request is hereby made for (please specify): \_\_\_\_\_ examination, AND/OR \_\_\_\_\_ copies of the following records: (NOTE: The request should be as specific as possible and should include specific dates and/or time frames; document names or subject matter; and specific locations and/or address.)

### SIGNATURE

I understand that if the Town does not have the record as requested above, it is not required to compile information. I further understand that the costs of gathering the documents requested and copying them must be paid prior to release of the documents. I understand that if I am permitted to examine the record, I shall not alter, falsify, cancel, destroy, mutilate, or remove any part thereof, under penalty of law. If the Town denies access to the records I have requested herein, I understand that I have the right to seek judicial review of that decision by filing a complaint in the appropriate circuit court, as provided in Section 4-362 of the General Provisions Article, Annotated Code of Maryland.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### FOR TOWN OFFICE USE ONLY

Request received by \_\_\_\_\_ Initial \_\_\_\_\_

Request is Approved \_\_\_\_\_ Denied \_\_\_\_\_ If denied, give reason: \_\_\_\_\_

Did the Town attorney review request? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Requester notified of initial response on (if applicable) \_\_\_\_\_ by \_\_\_\_\_

Requester notified of final response on \_\_\_\_\_ by \_\_\_\_\_

Information made available on \_\_\_\_\_ by \_\_\_\_\_

Fee Charged \$ \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

### RECEIPT

Documents/Information received by \_\_\_\_\_ Date \_\_\_\_\_