

Date of Written Policy: 03/11/2024


Public Information Act

The Frederick County Soil Conservation District (SCD) will accept Public Information Act (PIA) requests via regular mail or email requests. All PIA requests will be submitted to the District Manager once completing a PIA request form from the SCD. A notification to the requestor will be made within 10 business days to acknowledge the PIA request and indicate the amount of time needed to respond, the reason for a delay, and if applicable an estimate of the range of fees that may be charged. The District Manager shall have, not to exceed, 30 days to retrieve records. If the request is denied, the District Manager shall provide the requestor with a written statement of reasons for the denial. This 10-day period is in addition to the maximum 30-day period for granting or denying a PIA request.

Search and Copy Fees:

Search fees are the costs to the SCD for locating the requested records. The SCD will charge a search fee of \$30.00/hr. Copies for information printed on 8.5x11" paper the requestor will be charged \$0.25/each page of copy. Requests for a full-size plat, design, or plan shall be outsourced to a local print company where the requestor is responsible for all fees associated with the copies. PIA requests that require payment must be paid prior to the documents being sent to the requestor via email or fax or upon being picked up at the SCD office. Payment must be made via cash or check made out to the Frederick County Soil Conservation District.

Date Policy Passed: 3-19-24

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Signature and Date of Frederick County SCD Board Chairman