

CITY OF GREENBELT

MARYLAND PUBLIC INFORMATION ACT

FEE SCHEDULE

Under the Maryland Public Information Act (MPIA), the City is allowed to charge “reasonable fees” relating to the fulfillment of MPIA requests and/or the production of records. A “reasonable fee” is defined as one bearing a reasonable relationship to the recovery of actual costs incurred by the City.

It is the policy of the City of Greenbelt upon receiving an MPIA request, to prepare an estimate of fees, to notify the requestor of that estimate, and to receive full payment of such fees before the production and release of the documents requested. Adjustments between the estimate and actual cost incurred will be made once the production is complete, and the difference will be reconciled with the requestor at that time.

The following applies to MPIA requests made of the City:

- The first two hours expended by the City searching for a public record and preparing it for inspection are free. After that, the actual cost of the search for, preparation of, and reproduction of a public record in standard format, including media and mechanical processing costs, will be charged. Staff and attorney review costs will be included in the calculation and shall be prorated for each individual’s salary and actual time attributed to the search for and preparation of the public record
- Upon payment of the aforementioned fee for the search for, preparation of, and reproduction of the public records prepared, the documents will be provided in the format in which they are maintained by the City.
- Copies
 - The first ten (10) pages are free; thereafter, copies are *15 cents* per page.
 - When outsourced – the actual cost will be charged.
- Copy of video on DVD
 - \$5.00 per standard DVD
- Transfer of video (VHS) tape to DVD
 - \$20.00 per standard DVD

Payment shall be made in cash or check payable to “The City of Greenbelt.”

Upon request, fees may be waived by the City Manager’s Office if it is determined to be in the public interest or if the requestor is indigent and files an [affidavit of indigency](#) with the City Clerk.

If you have any questions about the administration of the above guidelines, please contact:

For Police Department Records – Administrative Commander, 301-474-7200

All Other City Records – City Clerk, 301-474-8000