



Public Information Act (PIA) Records Form

All request for records maintained by the Town of Berwyn Heights pursuant to the Maryland Public Information Act should be submitted on this form to Town Hall, except Police records which have their own forms. Please type or print.

Individual Name: _____ Date _____

Business/Organization Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Numbers _____

Email Address _____

Describe or identify the records that you want to inspect or have copied in as much detail as possible

Fees for Staff Time	Fees for Paper Copies
No Fees – Up to 2 Hours	No Fees – Up to 10 pages of Standard 8 ½ x 11 copies
Over 2 Hours may be charged hourly wage of employee responsible for the search.	\$0.20/ per page – Above 10 pages
	Additional for Non-standard and Oversized Pages

_____ I am willing to pay all fees for this request without prior notification

_____ I am willing to pay fees for this request up to a maximum of \$ _____

_____ I am requesting that all fees be waived on the following grounds:

Signature _____ Date _____