



City of Mount Rainier
Request for Public Records

Under the Freedom of Information Act (FOIA)

Procedures: Any person, business or organization requesting records of the City of Mount Rainier, Maryland under the Freedom of Information Act shall make a request in writing by completing this Request for Public Records, or by any other means of a written request, and presenting it to the City Clerk, Mount Rainier City Hall, 1 Municipal Place Mount Rainier, Maryland 20712, during normal business hours of Monday through Friday, 9:00am until 5:00pm., or by facsimile transmission to 301-985-6595, or electronic mail to mbraatz@mountrainiermd.org.

Name of Requestor (individual submitting the request): Cyndi Olyander

Request is made on behalf of (self, name of business or organization) Self

Specific Description of Records Requested: (Please attach written request) See attached

- Request is made: (Check One)
For a commercial purpose
To inspect the above described records.
For ___ copies of the above materials.
To pick up copies of the above described records. (Requester will be notified when records are ready)
To have the copies of the above described records mailed. (Postage charges apply)
[X] To have the above described records to be send by electronic mail to: alexcyn2@aol.com
To have the above described records sent by facsimile transmission to:

Signature of Requestor: [Handwritten Signature]

Date: 2/21/2019

Address: 4001 35th St
Mt. Rainier MD 20712

Phone: alexcyn2@aol.com

Date Received: RECEIVED FEB 21 2019
Responsible Department:
Date Returned:

FOR OFFICE USE ONLY

Date Response Due: 3-21-19
Date Forwarded:
Date Responded To:

18877

CITY OF MOUNT RAINIER

ONE MUNICIPAL PLACE, MOUNT RAINIER, MD 20712
Phone: (301) 985-6585; Fax: (301) 985-6595



RECEIPT

Date 2-21-19

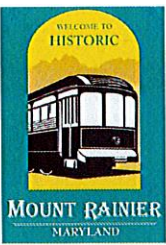
From Sydney Alexander

Amount _____ Dollars

For FOIA Request - Employee Attrition Rates May 2016 to Present

Cash Check# _____ MO# _____

Due March 21, 2019 BY [Signature]



City of Mount Rainier FOIA Intake Checklist

Name of Requestor: Cyndi Alexander

Request is made on behalf of (self, name of business or organization) Self

FOIA Intake Task Description	Task Complete Yes or No	Notes
Receive FOIA request in writing	Yes	
Date stamp FOIA request	Yes	
Issue receipt for FOIA request	Yes	
Notify City Manager of FOIA request	Yes	
Notify Department of FOIA Request	Yes	
Scan copy of FOIA Request to City Manager, City Clerk, Mayor & Council Members	Yes	
Input information on FOIA Tracking Log	Yes	
Mark Outlook Calendar with Deadline for FOIA Request Due Date	Yes	
Check in Once a Week on FOIA Status	Ongoing	