



# City of Mount Rainier Request for Public Records

## Under the Maryland Public Information Act

**Procedures:** Any individual person or business organization requesting records of the City of Mount Rainier under the Maryland Public 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](mailto:mbraatz@mountrainiermd.org).

**Name of Requestor** (individual submitting the request): \_\_\_\_\_

**Request is made on behalf of** (self, name of business or organization) \_\_\_\_\_

**Specific Description of Records Requested:** (Please attach written request)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)
- To have the above described records to be send by electronic mail to: \_\_\_\_\_
- To have the above described records sent by facsimile transmission to: \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received:  
Responsible Department:  
Date Returned:

Date Response Due:  
Date Forwarded:  
Date Responded To: