



**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): Mount Rainier MD Citizens for Govt Ethics & Fiscal Accountability
 Request is made on behalf of (self, name of business or organization) _____

Specific Description of Records Requested: (Please attach written request)
Documentation of background, citizenship, valid permit

- Request is made: (Check One)
- For a commercial purpose
 - To inspect the above described records.
 - For 2 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 Requester: [Signature]

Date: 2-15-2019

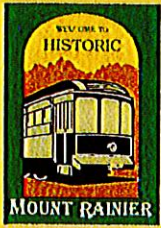
Address: P.O. Box 53
Mt. Rainier, MD

Phone: 301-899-4487

FOR OFFICE USE ONLY

Date Received: _____
 Responsible Department: **RECEIVED FEB 15 2019**
 Date Returned: _____

Date Response Due: 3-15-19
 Date Forwarded: _____
 Date Responded To: _____



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

18865

RECEIPT

Date 2-15-19

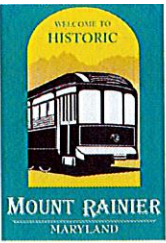
From Cherrette Robinson - Mount Rainier MD \$ _____

Amount _____ Dollars
Citizens For Gov

For FOTA Request Criminal Background Checks Financial Disclosure
US Citizen Status Driver's permits Security Clearance

Cash _____ Check# _____ MO# _____

BY [Signature]



City of Mount Rainier FOIA Intake Checklist

Name of Requestor: Charnette Robinson

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

Mount Rainier, MD Citizens for Government and Fiscal Accountability

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	