

**CITY OF COLLEGE PARK
MARYLAND PUBLIC INFORMATION ACT**

Fee Schedule Effective October 1, 2015

Under the Maryland Public Information Act, 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 College Park 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. 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. All fees must be paid through the City Clerk’s office.

The City may charge:

- The first two hours to search for a public record and prepare 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, may be charged. Staff and attorney review costs may be included in this calculation and shall be prorated for each individual’s salary and actual time attributed to the search for and preparation of the public record.
- A reasonable fee for the search for, preparation of, and reproduction of public records prepared, on request of the applicant, in a customized format.
- Copies:
 - In house - the first 10 pages are free; thereafter, copies are 10¢ per page.
 - When outsourced - the actual cost will be charged.
 - Oversize copies will be outsourced.
 - Color copies will be outsourced.
- Copy of audio on CD:
 - In house - \$2.00 per CD
 - When outsourced – the actual cost will be charged
- Copy of video on DVD:
 - In house - \$2.00 per standard DVD
 - In house - \$7.50 per dual-layer DVD, if needed
 - When outsourced - the actual cost will be charged
- Transfer of audio cassette tape to digital media:
 - In-house – not available
 - Outsourced – the actual cost will be charged.

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- Transfer of video (VHS) tape to digital media:
 - In house – not available
 - Outsourced – the actual cost will be charged.

Payment shall be made in cash, by credit card, or check payable to “The City Of College Park” and must be received before the documents are released.

Upon request, fees may be waived by the Clerk’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 the City Clerk, Janeen S. Miller, at 240-487-3501.