

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #1620 (Administration)
Regarding Public Information Act Requests**

I. Guidelines

- A. Requests for Public Information Act (PIA) documents should be submitted by completing the form found at [Public Information Act Requests - Calvert County Public School District \(calvertnet.k12.md.us\)](http://calvertnet.k12.md.us).
- B. The request will be responded to in a timely and lawful manner. The normal response time is 30 days. There may be instances where additional time to locate and review the requested records is needed.
- C. Requestors will be charged for the time involved in research, preparation, and compilation of the request. The first two hours of prep time will be free of charge. If it is anticipated that the request will require more than two hours of time, CCPS will notify the requestor and provide a cost estimate. If the cost exceeds \$200, CCPS will request a deposit in an amount to be determined based on the estimated cost of the request.
- D. Requests for documents of 20 or fewer pages will be copied free of charge. For those requests which exceed 20 pages, a charge of 20 cents per page will be charged. Color copies, USB or outside copying fees will be assessed if the need arises.

II. Public Records

- A. All “public records” are covered by the PIA. Public records are any records that are made by, or received by, a public body in connection with the transaction of public business. All records possessed by an agency generally fall within the definition of “public records.”
- B. Privileged and/or confidential information is not subject to release. This includes, but is not limited to, such documents and records as: student records with personally identifying information; employee home addresses and telephone numbers; personnel evaluations and test questions.
- C. The Public Information Act provides that existing records, not otherwise privileged or confidential, which are deemed public are to be released. CCPS is not required by law to create reports or documents to satisfy a request made under the PIA and will not do so.