

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

**Policy Statement #1620 (Administration) of the Board of Education Regarding  
Public Information Act Requests**

- I. Purpose
  - A. To ensure that Calvert County Public Schools respond to all public record requests made by individuals, organizations, and the media in a timely and lawful manner.
- II. Definitions
  - A. Timely manner and lawful manner - An agency is normally expected to comply with a PIA request within 30 days, but there may be instances where an agency needs additional time to locate and review the requested records.
- III. Policy Statement
  - A. The Maryland Public Information Act permits a governmental agency to set reasonable fees for the search, preparation, and copying of public records. Calvert County Public Schools, as the custodian of the governmental record, must provide access to qualifying records, unless the record requested is exempted from disclosure by the Act.
- IV. Delegation of Authority
  - A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
  - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations and the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- VI. Review
  - A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.
- VII. Effective Date
  - A. This policy is effective February 9, 2024

Citations

State Law: Title 4, General Provisions Article, Annotated Code of Maryland

State Reg.:

Federal Law:

Administration #1620

Adopted: 9/11/14

Revised: 10/15/15; 10/10/19; 2/9/24

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Neg. Agr.:  
Other Citation: