



410-386-4500 tel  
410-386-4509 fax

**Carroll County Public Library**  
1100 Green Valley Road  
New Windsor, MD 21776

Lynn Wheeler, Director

**REQUEST FOR PUBLIC INFORMATION**

I hereby request information under the Maryland Public Information Act.

- Please be as specific as possible to assist CCPL in providing you with the correct documents;
- Please give a description of the types of documents/records being requested;
- Please list the topics or subject matters contained in the documents/records requested;
- Please include where possible names, dates, times, events, or places, etc.;
- Please specify a timeframe for the search (how far back do you want the library to search?).

Also, if known, please include any file designation or particular departments you want to search for records. (If you need additional space, please attach a second sheet.)

*I am seeking the following information:*

Date of Request: \_\_\_\_\_

Your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Under State Law, the Library has thirty (30) calendar days to gather the requested information and respond. Also, if the Library intends to deny access to any of the requested documents, the Library must notify you within ten (10) business days.

Certain search fees may apply – the Library will notify you of any applicable fees. Also, if you want copies of any documents, a rate of twenty-five (25) cents per page is charged for standard copies in excess of five (5) pages. Additional fees may apply for copies of large or unusual sized documents.

**Carroll County Public Library**  
*A great place to learn*