

SAMPLE 10-DAY LETTER (or E-MAIL)

September 17, 2015

Connie Have, Esquire
1000 Lawyer Building
Baltimore, Maryland 21200

Ms. Have:

The License Commission has received your request under the Public Information Act, Md. Code Ann., Gen. Prov. (“GP”) §§ 4-101–4-601, seeking records related to the Commission’s denial of a license or permit to Wanda Know and other materials related to the Commission’s licensing practices. The Commission received your request on September 2, 2015, and began to process it. I write now to advise you that it will take us more than 10 working days to produce the records, to give you the date by which we expect to be able to do that, and to explain why we are unable to produce them more quickly. I write also to provide an estimate of the costs of producing the records.

With regard to the time it is taking to make the records available to you, the second part of your request—seeking materials related to the Commission’s license review process in general—encompasses a large volume of materials, some of which were located in off-site storage and in the Commission’s satellite offices, and it took some time to locate and retrieve them. We are now reviewing the collected materials to determine whether they are, in whole or in part, exempt from disclosure under the Act.

As for when we can make the records available, we expect that the review process will take between 10 and 20 hours to complete. If so, we anticipate that we will be able to respond to your request by September 25. I do not yet know whether all of the records are subject to inspection, but, if any are to be withheld, the response will explain the reason for that.

As to the cost, we expect that our response will generate a fee between \$250 and \$700, depending on the time and hourly rates of the individual staff and attorneys who must

conduct the review, and with the first two hours provided free of charge. In addition, there would be a copy charge of \$.25 per page should you want copies of the responsive materials. We anticipate that the additional copy charge would be between \$100 and \$150.

Please do not hesitate to contact me if you have any questions or concerns regarding the Commission's processing of your request.

Freeman Information
Executive Director