**Public Information Act Compliance Board**

**Response Form**

**[Applicant Name], Applicant**

**[custodian Name], Custodian**

**[##-###]**

The purpose of this form is to provide the Public Information Act Compliance Board (“PIACB”) with the information necessary to consider a complaint related to a Maryland Public Information Act (“PIA”) dispute between requesters (or “applicants”) and custodians. You may use this form or submit your response through a letter or email.

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| **PIA Request Information** |

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| --- | --- |
| Date of PIA Request |  |
|  | *MM/DD/YYYY* |
|  |
| Date of Custodian Response |  |
|  | *MM/DD/YYYY* |
|  |
| Date of Ombudsman Final Determination |  |
| *MM/DD/YYYY* |

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|  **Response Instructions** |

Please provide as much detail as possible for the PIACB’s consideration.

For **denial of inspection** complaints, please indicate applicable exemptions and a brief description of the undisclosed records/information. For discretionary denials, please indicate why denial was necessary and why redacting information would not address the reasons for denial.

For **unreasonable fee** complaints, please identify the fee or estimated fee charged, the hourly salary of staff who responded/will respond, the number of hours each staff expended/will expend, and a brief description of the tasks each staff performed/will perform. Please also explain how any fees for reproduction of records are calculated.

For **failure to respond** complaints, please provide copies of any communications you had with the applicant as well as a brief description of the circumstances preventing a timely response and an explanation of how you intend to respond to the PIA request.

For **vexatious request** complaints, please detail any attempts to narrow the PIA request or other efforts to work with the custodian, e.g., an agreement to an extension of time for responding.

You may include as attachments additional materials and/or correspondence as a supplement to this form. **Please do not attach any mediation information or communications, or records that you consider privileged, confidential, or otherwise exempt from public disclosure.** Your response and any attachments thereto are public records of the PIACB subject to disclosure under the PIA.

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| **Response Narrative** |

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| **Submitting Your Response** |

Please return your response and all attachments via email to:

**PIAOpenGov@oag.state.md.us**

You may also submit your response and all attachments via mail to:

**Public Information Act Compliance Board**

**c/o Office of the Attorney General**

**200 St. Paul Place**

**Baltimore, Maryland 21202**

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| **To Be Completed Internally by the Office** |

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| Response Received |  |
|  | *MM/DD/YYYY* |