

\*\*\* Statutes current through 2014 legislation effective October 1, 2014 \*\*\*

GENERAL PROVISIONS  
TITLE 4. PUBLIC INFORMATION ACT  
SUBTITLE 2. INSPECTION OF PUBLIC RECORDS

Md. Ann. Code art. GP, § 4-202 (2014)

4-202. Application to inspect public record required

(a) In general. -- Except as provided in subsection (b) of this section, a person or governmental unit that wishes to inspect a public record shall submit a written application to the custodian.

(b) Exceptions. -- A person or governmental unit need not submit a written application to the custodian if:

(1) the person or governmental unit seeks to inspect a public record listed by an official custodian in accordance with § 4-201(c)(2) of this subtitle; or

(2) the custodian waives the requirement for a written application.

(c) Application submitted to noncustodian. -- If the individual to whom the application is submitted is not the custodian of the public record, within 10 working days after receiving the application, the individual shall give the applicant:

(1) notice of that fact; and

(2) if known:

(i) the name of the custodian; and

(ii) the location or possible location of the public record.

(d) Nonexistent record. -- When an applicant requests to inspect a public record and a custodian determines that the record does not exist, the custodian shall notify the applicant of this determination:

(1) if the custodian has reached this determination on initial review of the application, immediately; or

(2) if the custodian has reached this determination after a search for potentially responsive public records, promptly after the search is completed but not more than 30 days after receiving the application.