

Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor



Alvin C. Collins  
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE SECRETARY

May 8, 2008

Ms. Bridget Donnell Newton  
Move the Courthouse Steering Committee.  
118 S. Adams Street  
Rockville, Maryland 20850

RE:: Public Information Act Request

Dear Ms. Newton:

The Department has received your letter dated April 14, 2008 requesting under the Public Information Act (PIA) to inspect documents in the custody of this office.

In accordance with COMAR 04.01.01, this office will make available for your inspection those documents within your request that are not protected against disclosure under the PIA.

We estimate that it will take considerable time and effort to locate files which may contain documents within your request, review them to determine whether or not they contain documents within your request, separate documents within your request from documents not within the request, determine whether or not any documents within the request are protected from disclosure under the PIA, take appropriate measures to protect against disclosure of documents protected under the PIA, produce documents which are to be produced, copy documents which you may want copied, and consult with counsel as necessary during these steps. Under the PIA, the first two hours of search and review time are free. However, you are responsible for payment for all additional time beyond the first two hours and for copying costs.

As permitted by law, we have attempted to estimate these costs beyond the first two hours of search time for all State employees who may have to be involved. Making such a detailed estimate is itself so time consuming and burdensome that we instead have made a reasonable approximation of the likely minimum cost to the State. We estimate that compliance with your request might easily require 40 hours of time beyond the first two hours. At a minimum personnel cost of \$45.00 per hour (salary plus 25% fringes), the minimum cost to the Department beyond the first two hours is expected to be \$1800.00.

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Under COMAR 04.01.01.13D, the Department requires that you prepay these estimated costs before the documents are made available for inspection and that you sign a written agreement agreeing to pay for any additional costs of document production and any associated activities such as document security and copying. If the State is required to copy documents, copying costs will be \$ .15 per page plus the operator's time. If the State has to obtain copies from outside sources (such as for outside copying of drawings) you will be charged the actual cost of the copying. If the total costs of production and copying are less than the prepaid amount, the Department will refund the difference to you.

Please forward your check in the amount of \$1,800.00 and call me to arrange for the execution of a written agreement respecting payment of additional costs and for production of the documents which may be produced.

If you have any questions regarding this matter or need any further assistance please call me at your earliest convenience via e-mail at [dave.humphrey@dgs.state.md.us](mailto:dave.humphrey@dgs.state.md.us).

Sincerely,

  
Dave Humphrey  
Director of External Affairs

cc: Julie A. Hallam, Assistant Attorney General  
Turhan Robinson, Deputy Counsel, Department of General Services