

Donald E. Othoson
Mayor
Samuel F. Sessa, II
Council Member
Kirk J. Blackard
Council Member
Carlton L. Felty, Jr.
Council Member
John T. Carroll, Jr.
Council Member



Sharon L. Weygand
Town Administrator
Barbara A. Shaw
Clerk/Treasurer
Thomas N. Yeager
Attorney

Mayor and Council of Galena
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APPLICATION TO INSPECT/COPY PUBLIC RECORDS

Date of Request: _____

Name: _____

Address: _____

Telephone Number: _____ FAX: _____ EMAIL: _____

Description of Public Records Requested Identify the records as clearly and specifically as possible.

All requests for inspection/copying must be approved by the Town. There will be a charge of \$.25 cents for each copy. The Town will process the request within 20 business days. If it is determine that your request will take longer than 20-30 days, we will notify you so that you can modify your request or arrange with the Town an alternate time frame.

No fee is charged for the first 2 hours of research. Due to the number and nature of records being requested it is estimated that at least _____ hours will be required to search/copy the requested records. If additional fees are incurred payment is required at the time the records are produced.

Signature: _____

FOR OFFICE USE ONLY

DATE REQUEST APPROVED: _____ SIGNATURE: _____

DATE REQUEST DENIED: _____ REASON FOR DENIAL: _____