



Board of County Commissioners
Cecil County, Maryland
200 Chesapeake Blvd., Suite 2100
Elkton, Maryland 21921

INFORMATION REQUEST FORM

Date of Request: _____

Name: _____

Address: _____

Daytime Phone: _____

Information Requested: (Please be specific)

In accordance with the Annotated Code of Maryland, Cecil County will charge .25 per copy. If the request for information exceeds two hours of staff time, a charge of \$50.00 per hour will be added to the costs. We will contact you when the information is ready to be picked up. Payment for copies is required upon receipt.

Request will be processed in a timely manner. However, in accordance with the Annotated Code, the County has 30 days to provide the information. The department head and/or the Board will approve all requests for information before it is released. Unaudited financial information may not be released unless approved by the Board.

Approved: _____
Denied: _____

Alfred C. Wein, Jr.
County Administrator

Date information
Picked Up: _____
Amount Due: _____