

Public Information Act (Academy Core Class)

Objectives:

Upon completing this class, students will be able to answer the following questions:

- 1) Which agencies must comply with the Act?
- 2) Who may submit requests under the Act?
- 3) What types of records does the Act cover?
- 4) Exemptions from disclosure: What types of records may you, or *must* you withhold?
- 5) What are the Act's requirements in terms of process?
 - Timing
 - Fees
 - Appeals
 - Process

Description:

Public Information Act

What kind of information should be released to the public upon request? Many difficulties can be avoided by knowing the answer. This class helps officials and staff at all levels understand the requirements of state law governing requests for public records and suggests best practices for handling those requests. The class includes small roundtable discussions using real-life scenarios to further illustrate appropriate responses to requests from the public or the press.

Instructor: Maryland Office of the Attorney General