

DESIGNATION OF RECORDS
PROACTIVE DISCLOSURE OF PUBLIC RECORDS AVAILABLE FOR
INSPECTION

Pursuant to Md. Code, General Provisions §4-104(a)

The following records are available to any Public Information Act applicant immediately on request:

- (a) The Code of Public Local Laws for Washington County, Maryland;
- (b) Adopted Resolutions and Ordinances;
- (c) Adopted Policies of the Board of County Commissioners, its divisions and departments, and its agencies;
- (d) Approved Open Session Minutes of meetings of the Board of County Commissioners and other Boards and Commissions;
- (e) Opinions issued by the Board of Appeals and the Animal Control Authority;
- (f) Standard Forms;
- (g) Annual Operating and CIP Budget;
- (h) Documents designed to be provided to the public;
- (i) Documents available on the County's website at www.washco-md.net; and
- (j) Issued building and trade permits and applications for such permits.

Cumulative or voluminous requests that require time to compile or impose a burden on the immediate responsibilities of any county staff person shall be responded to in a manner consistent with the provisions of the Public Information Act and are not subject to immediate fulfillment.

All other provisions, including copying and/or search fees, continue to apply per departmental policy, resolution, or the Public Information Act.

Public Records Contact:

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