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#### Maryland Public Information Act (MPIA) Public Records Contact:

Sarah Mollett-Gaumer, Deputy State's Attorney  
Washington County Office of the State's Attorney  
33 West Washington Street, Room 302  
Hagerstown, MD 21740  
[MPIA.SAO@washco-md.net](mailto:MPIA.SAO@washco-md.net)

Please submit all MPIA requests in writing, either via mail or email to the address above.

Do not provide personal information in your request such as social security numbers.

Please ensure that your MPIA request clearly and accurately describes the records sought. An overly expansive request will be time-consuming and expensive, for both the requestor, who may be charged for the search and response, and Washington County Government, as the employee will be prevented from completing other job duties.

#### Fees:

Black and White Photocopies	\$0.25 per page
Color Photocopies	\$1.00 per page
Employee Hours for search for, review, and preparation of public records request response	No fee for first (2) hours that are needed to search for public record and prepare for inspection After the first two hours preparation costs shall be prorated at the preparer's salary and actual time attributable to the search for and preparation of the record. If more than one staff person is involved in the records production, the two (2) free hours shall be allocated first to the time of the staff member with the higher salary
Any other charges for copies of records (including digital media such as removable USB drives)	Case-by-case basis by the Public Records Contact and will be based on the actual cost of providing the copy

Every effort will be made to accurately estimate the costs of preparation for an MPIA response, in advance.