

POLICY TITLE: Public Information Act Requests		
ADOPTION/EFFECTIVE DATE: 11/13/2006	MOST RECENTLY AMENDED: 08/12/2024	MOST RECENTLY REAFFIRMED: 12/13/2010
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

I. Purpose

The Maryland Public Information Act (“MPIA”) gives citizens the right to access public records without unnecessary cost or delay while protecting the school system’s legitimate interests and the privacy rights of its employees. Harford County Public Schools (“HCPS”) is committed to transparency in its operations and providing existing records to the public in a timely manner. The purpose of this policy is to affirm HCPS’ and the Board of Education of Harford County’s (the “Board”) commitment to compliance with MPIA, which is found in Title 4 (§§ 4-101 through 4-601) of the General Provisions Article of the Annotated Code of Maryland.

II. Policy Statement

To ensure compliance with MPIA and consistency in disseminating public information, HCPS and the Board are committed to following the regulations set forth in Title 4 of the General Provisions Article of the Annotated Code of Maryland, the *Maryland Public Information Act Manual* published by the Office of the Attorney General of Maryland, and the Board’s Procedure titled *Submitting, Processing, and Responding to Maryland Public Information Act (“MPIA”) Requests*.

A summary of the school system’s obligations to respond to MPIA requests, details on the steps required to submit MPIA requests, and an outline of the procedures for HCPS’ processing of and response to MPIA requests in a timely manner is found in its accompanying Procedure titled *Submitting, Processing, and Responding to Maryland Public Information Act (“MPIA”) Requests* and available at <https://www.hcps.org/webfiles/WebFilesHandler.ashx?id=6446>.

III. Board Approval Acknowledged By:



Sean W. Bulson, Ed.D.
Superintendent of Schools

Policy Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 11/13/2006		
Reaffirmed 12/13/2010		
Amended 08/12/2024		

Responsibility for Policy Maintenance & References	
LAST EDITOR/DRAFTER NAME: Lauren R. Driver	JOB POSITION OF LAST EDITOR/DRAFTER: Deputy General Counsel
PERSON RESPONSIBLE: Kimberly H. Neal	JOB POSITION OF PERSON RESPONSIBLE: General Counsel
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:	