

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

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Office of the General Counsel

Public Information Act Procedures

To: All Staff

From: Dr. Michael J. Martirano, Superintendent

The Howard County Public School System is required by Maryland law to adopt rules and regulations concerning the administration of the Maryland Public Information Act (MPIA) and the timely production and inspection of public records. The HCPSS Rules for Processing Maryland Public Information Act Requests are attached for staff reference and are also available for public referral on the school system's MPIA tracking website at: <https://mpia.hcpss.org/>.

To further assist HCPSS in understanding the MPIA and the school system's responsibilities as custodians of public records, the General Counsel's Office has prepared two additional documents, also attached here for dissemination to all staff. These internal quick-references outline the considerations that go into handling requests for records as MPIA requests and the process for working with the General Counsel's Office when in receipt of an MPIA request.

Should you have any questions concerning public information act requests, please contact Ms. Danielle Lueking, Legislative and Legal Affairs Officer, at danielle_lueking@hcpss.org and at 410-313-6820.

Attachments

MJM/MB/dl