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TOWN OF NEW WINDSOR  
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**PUBLIC INFORMATION ACT REQUEST FORM TO  
BE COMPLETED AND SUBMITTED TO TOWN OF  
NEW WINDSOR PUBLIC INFORMATION ACT  
CUSTODIAN,  
Kimberlee Schultz at [kschultz@newwindsor.md](mailto:kschultz@newwindsor.md)**

Date of Request \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Applicant's Email Address

\_\_\_\_\_  
Applicant's Signature

Description of Requested Public Document(s):

(attach separate sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Choose the Form of Response:**

- Pickup (you will be notified by phone when the documents are available)  
 Mail to address above (requires pre-payment of postage costs)  
 Inspection of Documents Only

**Copies of Documents - .25 per copy**

The Town of New Windsor will produce the requested documents within 30 days of the date of the request if the documents are available. If your request is denied, you will be notified within 10 days. If the request requires more than 2 hours to research and compile, you may be charged for the employee's time after the first 2 hours.

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FOR OFFICE USE ONLY

Request No. \_\_\_\_\_

Request: Approved \_\_\_\_\_(date) Denied \_\_\_\_\_(date) Completed \_\_\_\_\_(date)

Official signature \_\_\_\_\_