

(1) A PERSON OR GOVERNMENTAL UNIT THAT WISHES TO INSPECT A PUBLIC RECORD SHALL SUBMIT A WRITTEN APPLICATION TO THE CUSTODIAN.

(2) IF THE INDIVIDUAL TO WHOM THE APPLICATION IS SUBMITTED IS NOT THE CUSTODIAN OF THE PUBLIC RECORD, WITHIN 10 WORKING DAYS AFTER RECEIVING THE APPLICATION, THE INDIVIDUAL SHALL GIVE THE APPLICANT:

(I) NOTICE OF THAT FACT; AND

(II) IF KNOWN:

1. THE NAME OF THE CUSTODIAN; AND

2. THE LOCATION OR POSSIBLE LOCATION OF THE PUBLIC RECORD.

(B) GRANT OR DENIAL BY CUSTODIAN.

(1) WITHIN 30 DAYS AFTER RECEIVING AN APPLICATION, THE CUSTODIAN SHALL GRANT OR DENY THE APPLICATION.

(2) A CUSTODIAN WHO APPROVES THE APPLICATION SHALL PRODUCE THE PUBLIC RECORD IMMEDIATELY OR WITHIN THE REASONABLE PERIOD THAT IS NEEDED TO RETRIEVE THE PUBLIC RECORD, BUT NOT TO EXCEED 30 DAYS AFTER RECEIPT OF THE APPLICATION.

(3) A CUSTODIAN WHO DENIES THE APPLICATION SHALL:

(I) IMMEDIATELY NOTIFY THE APPLICANT;

(II) WITHIN 10 WORKING DAYS, GIVE THE APPLICANT A WRITTEN STATEMENT THAT GIVES:

1. THE REASONS FOR THE DENIAL;

2. THE LEGAL AUTHORITY FOR THE DENIAL;
AND

3. NOTICE OF THE REMEDIES UNDER THIS PART III OF THIS SUBTITLE FOR REVIEW OF THE DENIAL; AND

(III) PERMIT INSPECTION OF ANY PART OF THE RECORD THAT IS SUBJECT TO INSPECTION AND IS REASONABLY SEVERABLE.

(4) WITH THE CONSENT OF THE APPLICANT, ANY TIME LIMIT IMPOSED UNDER THIS SUBSECTION MAY BE EXTENDED FOR NOT MORE THAN 30 DAYS.

REVISOR'S NOTE: Subsection (a)(1) of this section is new language added to state expressly that a written application is needed. This addition is based on the numerous former references to a "written request" or a "written application".