

Chapter 266

**(House Bill 674)**

AN ACT concerning

**Public Information Act – List of Contact Information for Governmental Unit Representatives**

FOR the purpose of requiring certain governmental entities to identify a representative who a member of the public should contact to request a public record, maintain certain contact information, post the information on the unit’s Web site or keep the information in a certain place, and annually update the information and submit it to the Office of the Attorney General; requiring the Office to post certain information on the Office’s Web site and include certain information in a certain manual; and generally relating to a list of contact information for representatives of governmental units that maintain public records.

BY adding to  
Article – General Provisions  
Section 4–503  
Annotated Code of Maryland  
(2014 Volume)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
That the Laws of Maryland read as follows:

**Article – General Provisions**

**4–503.**

**(A) EACH GOVERNMENTAL UNIT THAT MAINTAINS PUBLIC RECORDS SHALL:**

**(1) IDENTIFY A REPRESENTATIVE WHO A MEMBER OF THE PUBLIC SHOULD CONTACT TO REQUEST A PUBLIC RECORD FROM THE GOVERNMENTAL UNIT;**

**(2) MAINTAIN CONTACT INFORMATION FOR THE GOVERNMENTAL UNIT’S REPRESENTATIVE THAT INCLUDES:**

- (I) THE REPRESENTATIVE’S NAME;**
- (II) THE REPRESENTATIVE’S BUSINESS ADDRESS;**
- (III) THE REPRESENTATIVE’S BUSINESS PHONE NUMBER;**

~~(IV) THE REPRESENTATIVE'S BUSINESS FAX NUMBER;~~

~~(V)~~ THE REPRESENTATIVE'S BUSINESS ELECTRONIC MAIL ADDRESS; AND

~~(VI)~~ (V) THE INTERNET ADDRESS OF THE GOVERNMENTAL UNIT;

(3) (I) POST THE CONTACT INFORMATION MAINTAINED UNDER ITEM (2) OF THIS SUBSECTION IN A USER-FRIENDLY FORMAT ON THE WEB SITE OF THE GOVERNMENTAL UNIT; OR

(II) IF THE GOVERNMENTAL UNIT DOES NOT HAVE A WEB SITE, KEEP THE CONTACT INFORMATION MAINTAINED UNDER ITEM (2) OF THIS SUBSECTION AT A PLACE EASILY ACCESSIBLE BY THE PUBLIC;

(4) ANNUALLY UPDATE THE CONTACT INFORMATION MAINTAINED UNDER ITEM (2) OF THIS SUBSECTION; AND

(5) ANNUALLY SUBMIT THE CONTACT INFORMATION MAINTAINED UNDER ITEM (2) OF THIS SUBSECTION TO THE OFFICE OF THE ATTORNEY GENERAL.

(B) THE OFFICE OF THE ATTORNEY GENERAL SHALL:

(1) POST THE CONTACT INFORMATION SUBMITTED UNDER SUBSECTION (A)(5) OF THIS SECTION IN A USER-FRIENDLY FORMAT ON THE WEB SITE OF THE OFFICE OF THE ATTORNEY GENERAL; AND

(2) INCLUDE THE CONTACT INFORMATION SUBMITTED UNDER SUBSECTION (A)(5) OF THIS SECTION IN ANY PUBLIC INFORMATION ACT MANUAL PUBLISHED BY THE OFFICE OF THE ATTORNEY GENERAL.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2015.

Approved by the Governor, May 12, 2015.