
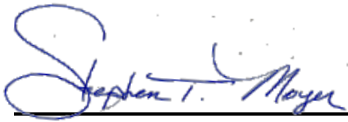


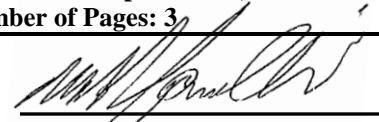
Executive Directive



Title: Public Information Act Request – Document Request Tracking	Executive Directive Number: COMM.020.0023 Revised
Related MD Statute/Regulations: Freedom of Information Act, 5 U.S.C. §552; General Provisions Article, §§4-101 – 4-601, Annotated Code of Maryland; Public Safety Article, §2-102, Annotated Code of Maryland	Supersedes: Executive Directive Number: COMM.020.0023 Dated March 4, 2014
Related ACA Standards: 4-4021 ; 4-ALDF-7D-21; 2-CO-1A-25	Responsible Authority:  Communications and Public Information Associate
Related MCC Standards: NA	Effective Date: September 4, 2015 Number of Pages: 3



Stephen T. Moyer
 Secretary



Mark Vernarelli
 Executive Director
 Communications and Media

.01 Purpose.

This directive continues policy and procedure guidelines for the Department of Public Safety and Correctional Services (Department) to track Public Information Act requests received by the Department.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

The Department shall establish and maintain system to monitor receipt, processing and responding to requests for Department or unit records under the Public Information Act (PIA).

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Public Information Act (PIA)” has the meaning established under General Provisions Article, §§4-101 — 4-601, Annotated Code of Maryland.
- (2) “Public Information Act Tracking System (PIATS)” means an automated system used to monitor receipt, processing and responding to requests for Department or unit records under the PIA.
- (3) “Responsible party” means an employee appropriately trained in PIA procedures and designated by the employee’s unit head as the unit’s contact for a request for unit records under the PIA.

Executive Directive Number: COMM.020.0023

.05 Responsibility.

- A. The Executive Director — Office of Communication and Media, or a designee, shall:
- (1) In cooperation with the Department's Information and Technology and Communications Division (ITCD), establish and maintain PIATS;
 - (2) Coordinate with ITCD maintenance of PIATS concerning modification, functionality, assigned users, and technical aspects of the system;
 - (3) Monitor PIATS entries to identify and resolve problem areas, including:
 - (a) Accuracy and completeness of entries;
 - (b) Timeliness of responses;
 - (c) Consistency of responses; and
 - (d) Volume of requests received; and
 - (4) Ensure PIATS training and support are provided to each responsible party and other PIATS users.
- B. A unit head, or a designee, shall:
- (1) Designate a primary and an alternate responsible party to receive and process a request for unit records under the PIA.
 - (2) Inform the Office of Communications and Media of the unit's designated primary and alternate responsible party contact information and changes to the designations or contact information;
 - (3) Inform unit employees of the unit's primary and alternate responsible party and provide instructions to ensure that a request for unit records under the PIA is forwarded to the responsible party;
 - (4) Ensure that a PIA request from a media representative is directed to the Office of Communications and Media as soon as reasonably possible after receipt; and
 - (5) In cooperation with the Executive Director of Communications and Media, develop, maintain, and distribute procedures to implement and comply with requirements of this directive that, at a minimum address receipt, processing, PIATS entry, and response to a request for unit records under the PIA.
- C. A primary or, in the absence of the primary responsible party, alternate responsible party shall:
- (1) Immediately upon receipt of a request for unit records under the PIA, enter the new request in PIATS;
 - (2) Ensure that required information is entered in PIATS to include the related e-mails, or electronic documents;

Executive Directive Number: COMM.020.0023

- (3) Via email, assign a unit employee to respond to the PIA request and document the assignment and the employee's contact information in PIATS;
- (4) Enter, if applicable, in PIATS information related to:
 - (a) Conversations with the individual making the PIA request;
 - (b) Conversations with Department employees regarding processing and responding to the request; and
 - (c) Follow-up contacts with the individual making the PIA request subsequent to sending the unit's response.
- (5) Enter into PIATS required approvals;
- (6) Ensure that a response to a PIA request is timely and consistent;
- (7) In PIATS, attach an electronic copy of the unit's response to the original PIA request;
- (8) In PIATS, change status of the PIA request to "closed" when a final response is sent to the individual making the request; and
- (9) In conjunction with the Office of Communications and Media and ITCD, assign and manage local facility or unit PIATS users to ensure system access.

.06 Attachment(s)/Links.

There are no attachments or links to this directive.

.07 History.

- A. This Secretary's Directive replaces Executive Directive Number: COMM.020.0023 dated March 4, 2014 to align responsibilities based on Department re-organization.
- B. This directive supersedes provisions of any other prior existing, Executive, Secretary's, Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
L
S — Employees designated under this directive as a responsible party.