



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. McKAY  
Town Administrator

## RELEASE OF INFORMATION

Date: \_\_\_\_\_

Name of Person/Organization Making the Request:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Work

Cell

CASE FILE NAME: \_\_\_\_\_

CASE FILE NUMBER: \_\_\_\_\_

FILE REVIEWED: \_\_\_\_\_ Yes \_\_\_\_\_ No

Copies of Information Requested: \_\_\_\_\_

*A fee of .10 cents is charged per page per copy*

Fees Paid: \$ \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

List of Documents Requested:

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

Signature: \_\_\_\_\_

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(To Be Completed by Town Staff)

The file identified above was reviewed on \_\_\_\_\_ and the information requested was released to the above.

\_\_\_\_\_

Signature

Email: [leonardtown.commissioners@leonardtownmd.gov](mailto:leonardtown.commissioners@leonardtownmd.gov)

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