



Town of Chevy Chase
 4301 Willow Lane
 Chevy Chase, MD 20815

301-654-7144 (phone)
 301-718-9631 (fax)
townoffice@townofchevychase.org

Town Request No.: _____

Request for Public Information

Applicant Information:

Name _____		Phone _____	
Address _____		Cellular Phone _____	
City _____	State _____	Zip _____	E-Mail _____

I request permission to review the following documents:

Signature: _____ Date: _____

The Town of Chevy Chase shall deny the right of inspection of the following records, unless otherwise provided by law: trade secrets, information privileged by law, and confidential commercial, financial, geological or geophysical data furnished by/or obtained from any person.

The Town may deny the right of inspection of the following records, unless otherwise provided by law, if disclosure to the applicant would be contrary to the public interest:

1. *Records of investigation (including complaint files and names of complainants) to the extent that the production of same would:

 - a. *Interfere with valid and proper law enforcement proceeding;*
 - b. *Deprive another person of a right to a fair trial or any impartial adjudication;*
 - c. *Constitute an unwarranted invasion of privacy;*
 - d. *Disclose the identity of a confidential source;*
 - e. *Disclose investigative techniques and procedures;*
 - f. *Prejudice any investigation; or*
 - g. *Endanger the life or physical safety of any person.**
2. *Interoffice memoranda and letters which would not be available by law to the private party in litigation with our office. (When this determination is made, it must be reviewed and approved by the Town Attorney before implementation).*

(Office use only)

Request: Approved Denied

Signature of Manager or Councilmember: _____