

Approved by:

  
Deputy Secretary of Policy, Planning, and Enterprise Services

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### PIA Representatives and Coordinators Roles and Responsibilities

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In accordance with Policy No. MDOT 060, the following structure shall be used in processing MDOT Public Information Act (PIA) requests.

#### PIA Representative

Each MDOT Transportation Business Unit (TBU) shall identify a PIA Representative, whose name, business address, and telephone number will be placed on the MDOT website. In accordance with the MDOT PIA Procedures, PIA Representatives shall:

1. Manage the decisions required to complete each PIA request to its logical conclusion.
2. Be the lead individual within their TBU responsible for receiving, assigning, coordinating, delegating documentation preparation, drafting responses, and finalizing written responses for PIA requests within the legally mandated and MDOT policy timeframes.
3. Conduct all communications with the Requester including cost estimates, scope narrowing, and document delivery dates. Document and confirm all verbal conversations by email or letter. Send a copy of all communications to the MDOT PIA Coordinator.
4. Consult with the Office of Public Affairs and Office of the Attorney General within their TBU upon receiving and before assigning PIA requests.
5. Advise their PIA Custodian and PIA Coordinator of an individual to serve as backup when the primary PIA Representative is unavailable.
6. Annually update their name and contact information on the MDOT internet site.
7. Annually submit updated name and contact information to the Office of the Attorney General via email to PIA.Custodians@oag.state.md.us.

#### PIA Coordinator

Each MDOT TBU shall designate a PIA Coordinator to track and coordinate PIA requests and responses. The PIA Coordinator shall:

1. Work with their TBU PIA Representative and the MDOT PIA Coordinator located in the Secretary's Office (TSO).
2. Be responsible for monitoring and communicating all required deadlines and ensure that their PIA Representative is aware of the status of all pending PIA requests for their TBU.
3. Advise their PIA Custodian and PIA Representative of an individual to serve as backup when the primary PIA Coordinator is unavailable.

#### MDOT PIA Representative

The Deputy Secretary of Policy, Planning, and Enterprise Services shall designate one or more individuals to oversee and coordinate PIA requests enterprise-wide. This individual shall:

1. Work with the MDOT PIA Coordinator to ensure that the MDOT PIA Tracking Log is up-to-date and accurate at all times.

2. Take the lead in PIA requests that include more than one TBU to ensure that all assigned staff complete their tasks within the timeframes provided.
3. Monitor the MDOT.PIA@mdot.state.md.us email account for all PIA requests received online (except for MVA PIA requests) and ensure that all requests are fulfilled within the legally required deadlines.
4. Advise their PIA Custodian and PIA Coordinator an individual to serve as backup when the primary PIA Representative is unavailable.

#### MDOT PIA Coordinator

The Deputy Secretary of Policy, Planning, and Enterprise Services shall designate one or more individuals to:

1. Track, monitor, and coordinate all PIA requests received throughout MDOT.
2. Work with the TSO Correspondence Manager to enter all new requests into the tracking system, assign a unique identifying number, provide daily status updates for open PIA requests to those individuals identified by the Deputy Secretary, obtain copies of all incoming requests and outgoing responses, and close the request in the tracking system.
3. Advise their PIA Custodian and PIA Representative of an individual to serve as backup when the primary PIA Coordinator is unavailable.

