

RECORDS OFFICER AND FORMS

MANAGEMENT OFFICER

The Carroll County Board of License Commissioners (Liquor Board) currently designates Jo Vance as its records officer pursuant to the State Government Article §10-610.

The Carroll County Board of License Commissioners (Liquor Board) currently designates Jo Vance as its current forms management officer (§10-602) pursuant to State Government Article §10-605(a).

The forms that the Carroll County Board of License Commissioners has on its website are for the following:

1. New Liquor license application packet.
2. Transfer of liquor license and/or location application packet.
3. One day liquor license application.
4. Bylaws of the Liquor Board.
5. Criminal Background information for applicants as part of the application packet. (Criminal background information is destroyed within one week of the written decision being issued by the Liquor Board.)
6. Records of the hearings have been captured on video and audio since 2006 and are available to the public.
7. The current Rules and Regulations for the Board are on the website.
8. These applications are also on the website: growler license application, crowler license application, distillery license application, caterer license application, club certification application, and application for beer, wine and liquor tasting license.
9. The Liquor Board files are available to the public once the criminal background and driving record information is removed from the files.

The following reports are sent to the Maryland Alcohol, Tobacco and Cannabis Commission (ATCC):

1. Monthly reports are sent to the ATCC on their required forms reporting new establishments, closed establishments, and establishments that have had significant changes.
2. Monthly reports are sent to the ATCC on their required forms reporting any violations for the month.

3. Annual reports are sent to the ATCC on their required forms reporting how many licenses were renewed, the number of renewals for each class of license, and the total amount of fees for each class of license and a total amount of fees for all the renewed licenses.

The written documents that the Carroll County Board of License Commissioners has in its office are for the following:

1. Written minutes of the monthly Liquor Board meetings go back to 2010.
2. Welcome packages for new licensees.
3. Emails and telephone numbers for Liquor Board staff are available in the County's directory and on the Liquor Board website.

The Carroll County Board of License Commissioners has no forms with regard to public communications to the Board. The public may contact Jo Vance, the Administrative Hearings Coordinator, the records officer, and the forms management officer by telephone, email, or via a letter. The public may contact the Board via the same means of communication as the Administrative Hearings Coordinator. Questions about the county and state liquor laws may be addressed to the Liquor Board Inspector and the Administrative Hearings Coordinator. The Liquor Board does not track public communications but addresses the concerns with the communication.

The vast majority of communications with the Board are from licensees who wish to obtain a liquor license.

Public information requests are handled on a case-by-case basis.