

MUNICIPAL OFFICE
62 East Main Street
Denmark, ME 04022
TEL: (207) 452-2163
FAX: (207) 452-2333

TOWN OF DENMARK, MAINE



MUNICIPAL OFFICE HOURS
Tuesday – Friday
9:00am – 4:00pm
2nd & Last Saturday
9:00am-12:00pm

This form has been created to track requests for information which require staff research. It is not intended to dissuade any individuals from making a request. In accordance with 1MRSA §408, the Town shall either provide the information requested or a written response outlining why the information is not available with 5 business days from the receipt of this request. Requests received when the Town Office is closed will be considered received on the next business day. Any information which can only be viewed for research will be available for viewing by **APPOINTMENT ONLY**.

Copies requested will be made in accordance with state statutes. Research performed by Town employees will be **free for the first two (2) hours, and a charge of \$25/hr. after**. The Town will make every effort to produce the documents immediately however, the staff member in possession of the documents is allowed to schedule a time for review so as not to disrupt their regularly scheduled workload.

PLEASE CLEARLY COMPLETE THE SECOND PAGE AS TO AVOID ANY CONFUSION ABOUT YOUR REQUEST.

Date & Time Received: _____

Staff Member: _____

Outcome Notes:

- ☐ **Denied**
- ☐ **Does Not Exist**
- ☐ **Exists in Part**
- ☐ **Shall Be Provided**

Charge: \$ _____ **Paid: ___Cash ___Check ___Other** **Receipt #** _____

If no charge, explain: _____

If requested materials were not provided, attach a copy of the written response OR note below.

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**TOWN OF
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"Beautiful by Nature"

MUNICIPAL OFFICE HOURS
Tuesday – Friday
9:00am – 4:30pm
2nd & Last Saturday
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TOWN OF DENMARK
FREEDOM OF ACCESS INFORMATION REQUEST FORM

Date: _____

Name of Requestor: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Under the Maine Freedom of Access Act, I would like to review and/or copy all available files for the following
(please be as detailed as possible):

Preferred Delivery Formal: _____

An appropriate fee for copying/research may be required. You will be provided a cost estimate prior to any work
being performed.

Signed: _____

Return to:
Town Manager
Town of Denmark
62 E. Main Street
Denmark, Maine 04022

For Office Use Only:

Response date: _____

Date Request completed: _____

Cost Estimate: _____

Final cost: _____

Requester Approved Cost: _____

Date request picked up or mailed: _____



Town of Denmark Freedom of Access Act Fee Policy

The Maine Freedom of Access Act gives the town's the ability to collect fees for services rendered to the public in the course of providing information.

The standard fee for copies is the same as copies for other people. The fee is currently \$0.50 per copy. This rate may be increased by the Board of Selectmen in the future.

The first hour of work on a Freedom of Access Request is Free per the Act.

Any additional hours will be billed at \$15.00 per hour, per the statute, (1 M.R.S.A., Chapter 13, § 408).

Time spent reviewing and redacting public records may also be billed at the rate of \$ 15.00 per hour.

If an estimate of the cost to provide the information is more than \$30.00 the Town shall inform the requestor before proceeding. If the estimate is more than \$100.00, the Town will expect payment in advance before prior to the search, retrieval, compiling, conversion and copying of the public record requested.

The Town may waive the fee if the requestor can prove they are indigent or the Town decides the release of the information is likely to contribute significantly to the public understanding of the operations or activities of the Town and is not primarily in the commercial interest of the requestor.

There is no requirement that the Town generate an electronic record of information requested if one does not exist. If an electronic record does exist, the requestor can be billed for the time required to find the electronic record.

Chairman, Board of Selectman

Selectman

Selectman

Date: November 14, 2017