

Town of Damariscotta

Freedom of Access Request for Information

Note: All Town of Damariscotta FOAA requests should be directed to the Town Clerk , FOAA Officer at (207)563-5168 .

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 1 MRSA § 408 the Town shall either provide the information requested or a written response outlining why the information is not available within 5 days from the receipt of this request. Requests received when the Town Offices are closed will be considered received at 9 am on the next business day. Information which is available in the Clerk's office is available for viewing during regular business hours. Copies requested will be made in accordance with the posted rate schedule. Research performed by Town employees will be charged at \$25/hr after the two hours which shall be free. 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. This form is not required for routine requests for information offered during the regular course of business, i.e., property tax cards, tax maps, town maps & vital records.

Applicant(s) _____ **Phone**
): _____ #: _____
Address: _____

Date(s) of Information requested

Type of Information Requested

- E-mails/Correspondence
 Vendor Contracts
 Selectmen or Committee Minutes
 Misc. Documents Please _____ specify

Applicant(s)
Signature(s): _____

For Office Use Only:	
Request received : Staff Member:	_____
Date:	_____ Time: _____
Request completed: Staff Member	_____

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Fee _____	<input type="checkbox"/>	Cash	<input type="checkbox"/>	Ck# _____	<input type="checkbox"/>	MO
If no fee, why? _____						
Authorized by: _____						
Time Spent Researching:						
<u>Date/Hrs</u>		<u>Date/Hrs</u>		<u>Date/Hrs</u>		Total Time: _____
_____		_____		_____		Note additional Date/Hrs
_____		_____		_____		on back of form (if needed)