Town of Sanford

From the Desk of
Sherry Lord

Memorandum

To: Steven R. Buck
From: Sherry Lord
Subject: Freedom of Information Request Policy Memo
Adopted: June 4, 2010
Amended: January 11, 2013

The purpose of this policy memo is to outline the procedure for any and all Freedom of Information requests.

Procedure:

1. All (FOI) Requests must be documented in writing either by the individual or the Town Employee receiving a request and addressed to the Town Manager at 919 Maine Street, Sanford Maine.

2. The Town Manager or designee shall acknowledge receipt of request in writing within 5 business days of the date of request.

3. At any time the Town may request clarification concerning which public record or public records are being requested.

4. The Town Manager or designee will respond to each request in writing within a reasonable period of time.

Payment of Costs:

1. The Town will charge an administration fee to cover the cost of searching for, retrieving and compiling as well as reviewing and redacting confidential information of the requested public record. A fee of up to $10.00 per hour will be charged after the first hour of staff time. If translation is necessary, the Town may exercise the right to charge a fee to cover the actual cost of translation.

2. Copying Fees: (Copying fees will be charged as stated below)

    a. 8 1/2 X 11…… $.50 per page
    b. 11 X 17…….$1.00 per page
    c. Maps…….$3.00 per page
    d. DVD……..$5.00 each