

**Background:** In the interest of transparency and accountability, any individual can have access to public documents of the Town of Arrowsic. This right to access public documents is established in the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-412 (hereafter “Right to Know Law”). The purpose of these rules is to support the policy of providing public access to the public records in the possession of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency.

**The purpose of this policy** is to establish reasonable fees and procedures for the Town of Arrowsic to comply with its obligations under the Right to Know Law.

## Policy

This policy applies to *public records* of any matter in custody or possession of the Town of Arrowsic Select Board or officials and received or prepared for use in public business with the exception of confidential records and privileged records in accordance with the Right to Know Law.

Public records will be provided to those requesting them in their existing format, whether hardcopy or electronic and, if electronic, in the software version in which they were stored.

Custodians of Town records are authorized to charge the following fees in accordance with the Right to Know Law:

- The Town of Arrowsic Taxpayer List is provided upon request in either hardcopy for \$25.00 or PDF format for \$10.00.
- Inspecting public records during regular Town office hours: No charge unless it requires assistance by a Town official (in which case the staff time rule below will apply).
- Copying: Copies will be provided for \$0.20 per page (\$0.10 per page for Town residents).
- Delivery of electronic documents by email: No additional charge.
- Mailing physical documents: Additional charge for actual cost of mailing.
- Staff time: Requestors may be charged \$15/hour after the first hour to cover the cost of staff time for searching for, retrieving and compiling records, including reviewing and redacting confidential information.

If the estimated total cost of responding to a records request exceeds \$30 (i.e. 3 hours of staff time), then the custodian must inform the requester before proceeding. If the estimated

total cost exceeds \$100, or if the requester has previously failed to pay costs, the requester must pay in advance.

*Exceptions:* The custodian may, but is not required to, waive part or all of these costs if the requestor is indigent or release of the requested record is in the public interest.

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**Note:** Additional information can be found in the Right to Know Law and in “Public Records Requests,” *Maine Townsman*, Legal Notes, August-September 2015.

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