

# TOWN OF BROWNFIELD



## Freedom of Access Act Fee and Request Policy

Maine's Freedom of Access Act (FOAA) law authorizes custodians of public records to charge fees for responding to records requests. (1 M.R.S.A § 408-A)

Copying – The custodian will charge a fee of \$1.00 per page.

Mailing – The custodian will charge the actual cost of mailing.

Converting – The custodian will charge for the actual cost of converting a record into a comprehensive or usable form.


Staff time – The custodian will charge \$15.00 per 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.

The custodian may not charge a person for merely inspecting a record, unless the record cannot be inspected without being compiled or converted (see above).

If the estimated total cost of responding to a records request exceeds \$30.00, the custodian must inform the requester before proceeding. If the estimated total cost exceeds \$100.00, or if the requester has previously failed to pay costs, the requester must pay in advance. The custodian may, but is not required to, waive part or all of these costs if the requester is indigent or release of the requested records is in the public interest.

**FOAA Requests:** The Town of Brownfield requires that all FOAA requests be submitted in writing.

Policy effective: February 25, 2020

  
William Flynn, Chair

  
Ricky Emery, Selectmen

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Erik Walker, Selectmen