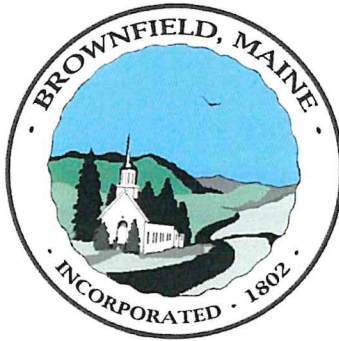


Town of Brownfield



Freedom of Access Act Fee and Request Policy

FOAA Requests: The Town of Brownfield requests that all FOAA requests be submitted in writing to the Freedom of Access Act Officer who will delegate the request to the appropriate department within the Town. The Officer will keep record of all FOAA requests and the information provided to the requestor. In the event that the Officer is unavailable (vacation, sick leave, etc), the Board of Selectmen will act as the interim Officer and acknowledge receipt of request and delegate the request to the appropriate department.


FEES: 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 *the State Fee* of **\$.10** 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 *the State Fee* of **\$25.00** 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.

Policy effective: July 18, 2023


Richard Norcross, Chairman


John S. Hicks, Selectman


Frank Day, Selectman