



Town of Denmark Freedom of Access Act Fee Policy

The Maine Freedom of Access Act gives the town's the ability to collect fees for services rendered to the public in the course of providing information.

The standard fee for copies is the same as copies for other people. The fee is currently \$0.50 per copy. This rate may be increased by the Board of Selectmen in the future.

The first hour of work on a Freedom of Access Request is Free per the Act.

Any additional hours will be billed at \$15.00 per hour, per the statute, (1 M.R.S.A., Chapter 13, § 408).

Time spent reviewing and redacting public records may also be billed at the rate of \$ 15.00 per hour.

If an estimate of the cost to provide the information is more than \$30.00 the Town shall inform the requestor before proceeding. If the estimate is more than \$100.00, the Town will expect payment in advance before prior to the search, retrieval, compiling, conversion and copying of the public record requested.

The Town may waive the fee if the requestor can prove they are indigent or the Town decides the release of the information is likely to contribute significantly to the public understanding of the operations or activities of the Town and is not primarily in the commercial interest of the requestor.

There is no requirement that the Town generate an electronic record of information requested if one does not exist. If an electronic record does exist, the requestor can be billed for the time required to find the electronic record.

Chairman, Board of Selectman

Selectman

Selectman

Date: _____