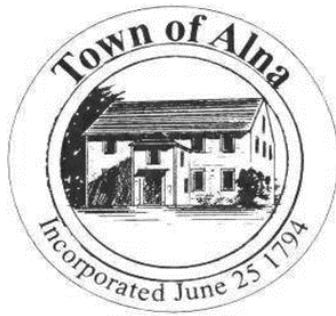


0 TOWN OF ALNA



1574 Alna Rd.
Phone: (207) 586-5313
Fax: (207) 687-7010
alnaclerk@gmail.com

FREEDOM OF ACCESS ACT

This form has been created to track requests for information which require staff research. It is not intended to dissuade any individuals from making a request. In accordance with 1M.R.S.A. §408, the Town shall either provide the information requested or a good-faith estimate of when the information will be available within five (5) business days from the receipt of this request. Requests received when the Town Office is closed will be considered received on the next business day. Any information that can only be viewed for research will be available for viewing by appointment.

Copies requested will be made in accordance with state statutes. **Research performed by Town employees will be free for the first two (2) hours, and a charge of \$25/hr. thereafter.** The Town will make every effort to produce the documents quickly however, the staff member in possession of the documents is allowed to schedule a time for review so as not to disrupt their regularly scheduled workload.

Note: If requesting information in electronic format, requestor must supply a new thumb drive in unopened original packaging.

Date
Requestor's Name
Requestor's Address
Requestor's Phone(s)
Requestor's Email Address
Form of Request <input type="checkbox"/> Written <input type="checkbox"/> E-Mail <input type="checkbox"/> Phone
Format Requested (ie. Hardcopy/electronic):

Requested Information: (or See Attached)
--

Freedom of Access Form cont'd

Requestor Name: _____

Date of Request: _____

For Staff Use Only:

Date & Time Received _____ Staff Member _____

Notes: _____

Denied

Does Not Exist

Exists in Part

Shall Be Provided

Charge \$ _____ Paid: Cash Check *Other

*If no charge, explain

If requested materials were not provided, attach a copy of the written response or note below.