

Town of Lincoln

Freedom of Access Request for Information

Note: All Town of Lincoln FOAA requests should be directed to Town Manager, FOAA Officer at 794-3372.

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 1 MRSA § 408-A the Town shall provide the information requested within a reasonable period of time **or** a written response outlining why the information is not available within 5 days from the receipt of this request. Requests received when the Town Offices are closed will be considered received at 9 am on the next business day. Public records (1 MRSA § 408-A for definition of public record) are available for review during regular business hours. Copies requested will be made in accordance with the posted rate schedule. Research performed by Town employees will be charged at \$15/hr after the first hour which shall be free.

Applicant(s): _____ **Phone #:** _____

Address: _____

Date(s) of Information requested _____

Type of Information Requested

- Correspondence
 Vendor Contracts
 Town Council/Committee Minutes
 Misc. Documents Please specify _____

For Office Use Only:

Request received : Staff Member: _____

Date: _____ Time: _____

Request completed: Staff Member _____

Fee _____ Cash Ck# _____ MO

If no fee, why? _____

Authorized by: _____

Time Spent Researching:

<u>Date/Hrs</u>	<u>Date/Hrs</u>	<u>Date/Hrs</u>	Total Time: _____
_____	_____	_____	Note additional Date/Hrs
_____	_____	_____	on back of form (if needed)