

**Town of Winn
Freedom of Access Request Form 2024/2025**

In the State of Maine, every City/Town is required to respond individually to FOAA requests for its own records. Requests may be made verbally, via email, written via request form, or by visiting the Town Office during business hours.

The Freedom of Access Act does not require that FOAA requests be in writing. However, the Town of Winn kindly requests individuals to submit requests in writing to maintain a record of when the request was received and what records were specifically requested. If email communication is preferred, complete this form, and attach. EMAILS: **Putting FOAA Request** in the subject line when sending, may speed up the received date stamp and the processing of requests.

What are the costs? As of October 18, 2021, a City/Town may charge \$25 per hour after the first two (2) hours of staff time per request. 1 M.R.S. § 408-A(8)(B) When conversion of a record is necessary to release, the City / Town may also charge a fee to cover the actual cost of conversion. 1 M.R.S. § 408-A(8)(C)

Please note: The City/Town must acknowledge receipt of a request within 5 working days of receipt of the request. The Town Office is open: Tues Thursday, 12pm-6pm, Wed 9am-6pm Fri 8am-12pm

Requester Name: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Date Range of Information: _____ **Department:** _____

Have you already reached out to a member of staff on this request? YES or NO

Please detail below exactly what information you are seeking:

Type of Information being requested:

E-Mails _____ General Correspondence _____ Vendor Contracts _____

Invoices/Plans _____ Board / Council Documents _____ Misc. Documents _____

Please note the Town will provide the information as it exists in original form. Please check off how you would like to receive the information here. If the Town is unable to honor the request media due to file size, you will be notified.

_____ Mailed _____ Emailed _____ Thumb drive _____ Photocopy _____

For office use only:

Date Rec'd _____ 5 Days _____ Method of Delivery _____