

**Town of Sangerville****Request for Information Form**

Date received: \_\_\_\_\_

Time: \_\_\_\_\_

Staff Member: \_\_\_\_\_

This form has been created to track requests for information which requires staff research. It is not intended to dissuade any individuals from making a request. In accordance with 1 MRS A § 408 the Town shall either provide the information requested or a written response outlining why the information is not available within 5 days of the receipt of this request. Requests received when the Town Office is closed will be considered received at 9 am on the next business day. Information which is available in the Clerk's office is available for viewing 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 \$10/hr after the first hour which shall be free. The Town will make every effort to produce the documents immediately, 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. This form is not required for routine requests for information offered during regular course of business, i.e., property tax cards, tax maps, town maps, & vital records.

Name: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Information requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff member: \_\_\_\_\_

Disposition: \_\_\_\_\_

Charge for materials: \_\_\_\_\_ Paid: ☐ Cash ☐ Check \_\_\_\_\_

If no charge please explain: \_\_\_\_\_

If materials were not provided, attach a copy of the written response to this form.