

**APPENDIX A  
TOWN OF SANGERVILLE  
FREEDOM OF ACCESS ACT REQUEST FORM**

<b>DATE:</b>
<b>NAME OF REQUESTER:</b>
<b>MAILING ADDRESS:</b>
<b>CITY/STATE/ZIPCODE:</b>
<b>PHONE:</b>
<b>EMAIL:</b>

Pursuant to 1 M.R.S.A. §400-414 and the Freedom of Access Act, I would like to request a time to inspect and/or copy the following public records:

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<b>Preferred Delivery Format:</b>
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The Town of Sangerville may charge fees for public records in accordance with 1 M.R.S.A. §408-A, sub-§8, ¶B, including but not limited to:

1. The cost of copying.
2. The actual cost of searching for, retrieving, and compiling the requested public record (not more than \$25.00 per hour after the second hour of staff time per request).  
Compiling the public record includes reviewing and redacting confidential information.
3. The cost of converting a public record into a form susceptible to visual or aural comprehension or into a usable format.
4. The actual mailing costs to mail a copy of a record.

**Signature of Requester:**

**RETURN TO:** Town Manager, Town of Sangerville  
93 Main Street, P.O. Box 188, Sangerville, Maine, 04479  
tmsangerville@sangervilleme.com

<b>FOR OFFICE USE ONLY:</b>	
<b>Date Acknowledged:</b>	<b>Date Completed:</b>
<b>Cost Estimate:</b>	<b>Final Cost:</b>

Revised 03/26/2024