

AOS98

Freedom of Access Request for Information

This form has been created to track requests for information which require staff research. In accordance with 1 MRSA § 401, the Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within a reasonable period of time, five working days when feasible. If the request is denied, the Superintendent/designee shall inform the requestor in writing within five working days of the request and shall state the reason for the denial. A fee of twenty-five cents (\$0.25) per page will be charged to cover the cost of copying. A fee of fifteen dollars (\$15.00) per hour after the first hour of staff time per request will be charged to cover the actual cost of searching for, retrieving, and compiling the requested public record. If translation is required a fee shall be charged to cover the actual cost of translation. No fee shall be charged for inspection of public records.

Applicant(s): _____ Phone #: _____

Address: _____

Type of Information Requested (include dates, if applicable):

- Correspondence _____
 - School Board Agendas/Minutes _____
 - Bargaining Unit Contracts _____
 - Other (be specific) _____
- _____
- _____

For Office Use Only			
Request received by: _____		Date: _____	
Request completed by: _____		Date: _____	
Fee _____			
<input type="checkbox"/> Cash	<input type="checkbox"/> Check# _____	<input type="checkbox"/> MO _____	
Time Spent Researching:			
Date/Hrs	Date/Hrs	Date/Hrs	Total Time: _____
Note additional Date/Hrs on back of form, if needed			

Return request to AOS98 Central Office, 51 Emery Lane, Boothbay Harbor, ME 04538
info@aos98schools.org 207.633.2874